



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

Microsoft Office Visio Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft Office Visio Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Target Student:

This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites:

Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft Office Visio Professional 2007: Level 1. Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Course Outline

Lesson 1: Creating a Custom Shape
<ul style="list-style-type: none">■ Topic 1A: Draw Basic Shapes■ Topic 1B: Enhance Basic Shapes
Lesson 2: Designing a Custom Stencil
<ul style="list-style-type: none">■ Topic 2A: Create a Custom Stencil■ Topic 2B: Customize a Stencil Master
Lesson 3: Designing Styles and Templates
<ul style="list-style-type: none">■ Topic 3A: Define a New Style■ Topic 3B: Create a Template
Lesson 4: Lesson 4: Designing a Floor Plan
<ul style="list-style-type: none">■ Topic 4A: Create an Office Layout■ Topic 4B: Work with Layers

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Lesson 5: Representing an Organization Hierarchy

- Topic 5A: Generate a Pivot Diagram
- Topic 5B: Create an Organization Chart from External Data
- Topic 5C: Import Project Plan Data into Visio
- Topic 5D: Link to a Database
- Topic 5E: Import Excel Data

Lesson 6: Sharing Your Work

- Topic 6A: Link a Visio Drawing to Other Applications
- Topic 6B: Convert a Visio Drawing to a Web Page
- Topic 6C: Print a Visio Drawing