



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code VI10-2

**Recommended Course
Sequence**

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

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 a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites:

To ensure your success, it is recommended that you take the following course: Microsoft® Visio® 2010: Level 1.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Create a custom shape.
- Design a custom stencil.
- Design styles and templates.
- Design a floor plan.
- Represent external data in Visio.
- Share your work.

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: Designing a Floor Plan
<ul style="list-style-type: none"> ■ Topic 4A: Create an Office Layout ■ Topic 4B: Work with Layers

Microsoft Office Visio 2010 Level 2

Lesson 5: Representing External Data in Visio

- Topic 5A: Generate a PivotDiagram
- 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 Drawings

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