

Course Length----- 1 Day  
Course Format ----- Instructor -Led  
Course Hours -----9:00 a.m. – 5:00 p.m.



# Microsoft® Visio® 2010 Advanced

## Course Description

**Course Objective:** 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 Element K course:

- ◆ Microsoft® Visio® 2010: Introduction

## Course 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 Content

### Lesson 1: Creating a Custom Shape

- ☑ Draw Basic Shapes
- ☑ Enhance Basic Shapes

### Lesson 2: Designing a Custom Stencil

- ☑ Create a Custom Stencil
- ☑ Customize a Stencil Master

### Lesson 3: Designing Styles and Templates

- ☑ Define a New Style
- ☑ Create a Template

### Lesson 4: Designing a Floor Plan

- ☑ Create an Office Layout
- ☑ Work with Layers

### Lesson 5: Representing External Data in Visio

- ☑ Generate a PivotDiagram
- ☑ Create an Organization Chart from External Data
- ☑ Import Project Plan Data into Visio
- ☑ Link to a Database
- ☑ Import Excel Data

### Lesson 6: Sharing Your Drawings

- ☑ Link a Visio Drawing to Other Applications
- ☑ Convert a Visio Drawing to Other File Formats
- ☑ Print a Visio Drawing