



Microsoft Visio 2010: Advanced

Overview: Students will learn how to create custom elements and a custom template, represent external data as a drawing, and share their work with others.

Prerequisites: To ensure your success, it is recommended that you take the following CMC course: Microsoft Visio 2010: Introduction.

Course Length: One day, 9:00 a.m. – 4:00 p.m.

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