



## **Microsoft Visio 2007: 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:** This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

**Course Length:** One Day

### **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 Work**

Link a Visio Drawing to Other Applications  
Convert a Visio Drawing to a Web Page  
Print a Visio Drawing