

# Microsoft Visio 2010 Level 2

## Overview

In the second of QA's Visio 2010 courses, you will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Target Audience: This course is designed for people who have an understanding of basic workflows and the concept of end-to-end flowcharting.

## Prerequisites

- An understanding of 2D drawing applications and design concepts
- Use basic stencils
- Manipulate, align and layer graphic objects
- Select, move, group and resize shapes
- Create and format text
- An awareness of flowcharts and connectors

## Delegates will learn how 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

- Topic 1A: Draw Basic Shapes
- Topic 1B: Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

- Topic 2A: Create a Custom Stencil

- Topic 2B: Customize a Stencil Master

#### Lesson 3: Designing Styles and Templates

- Topic 3A: Define a New Style
- Topic 3B: Create a Template

#### Lesson 4: Designing a Floor Plan

- Topic 4A: Create an Office Layout
- Topic 4B: Work with Layers

#### 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

#### Related courses from which you may also benefit:

- Word 2010 Levels 1-3
- Excel 2010 Levels 1-3
- PowerPoint 2010 Levels 1-2
- Outlook 2010 Levels 1-3
- Access 2010 Levels 1-3