

Visio Professional 2007 - Level 2

Duration: 1 day

Overview:

In this course, students build upon the knowledge gained that will enable them to work with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

Target Audience:

This course is designed for individuals who have an understanding of basic workflows and understand the concept of end-to-end flowcharting.

At Course Completion:

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 drawings

Module 1: Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

Module 2: Designing a Custom Stencil

- Create a Custom Stencil
- Customize a Stencil Master

Module 3: Designing Styles and Templates

- Define a New Style
- Create a Template

Module 4: Designing a Floor Plan Using Layers

- Create an Office Layout
- Work with Layers

Module 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

Module 6: Sharing Your Work

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