

## Course Details

**Duration:** 1 Day

**Course code:** DVI2010L2

### Overview:

In the second Visio 2010 course, 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:

At the end of this course you 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 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