

VISIO 2010 ADVANCED TRAINING

Microsoft
Visio 2010
Advanced



COURSE LENGTH: 1.0 DAYS

Learn the advanced skills to use the improved features of Microsoft Visio 2010 to create a wide range of professional diagrams by attending the Visio 2010 Advanced Training course. Visio 2010: Introduction or equivalent experience is a prerequisite for attending this course.

During this course, you will learn how to: integrate Visio with other Office programs such as Word and PowerPoint, create block and workflow diagrams, cross-functional flowcharts, customise stencils, customise themes, create complex shapes, customise master shapes, timelines, PERT and Gantt charts, calendars, database model diagrams, organisational chart by importing data and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

VISIO 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Visio 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, builds on the concepts and skills taught in [Visio 2010: Introduction](#). Participants will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams.

They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

Prerequisites:

[Visio 2010: Introduction](#) or equivalent experience.

OUTCOMES

- ▶ Create and assign layers
- ▶ Customise layers
- ▶ Add custom shapes to a layer
- ▶ Manually add and adjust shapes to scale
- ▶ Duplicate shapes
- ▶ Add and adjust dimension lines
- ▶ Set display units
- ▶ Calculate and display the area of a room
- ▶ Create custom themes
- ▶ Create and apply custom templates
- ▶ Enable developer mode
- ▶ Create complex shapes
- ▶ Apply shape behaviours
- ▶ Protect a shape
- ▶ Create custom master shapes
- ▶ Work with ShapeSheets
- ▶ Set master shape properties
- ▶ Create and save custom stencils
- ▶ Create block diagrams
- ▶ Create workflow diagrams
- ▶ Create cross-functional flowcharts
- ▶ Compare organisational charts
- ▶ Create an organisational chart by importing data
- ▶ Create timelines
- ▶ Create PERT charts
- ▶ Create Gantt charts
- ▶ Generate Web site maps
- ▶ Embed a Visio drawing in a Word document
- ▶ Insert drawings in PowerPoint
- ▶ Create calendars
- ▶ Convert drawings to Web pages

- ▶ Draw system diagrams
 - ▶ Create database model diagrams
 - ▶ Use the Reverse Engineer Wizard
-

MODULES

Lesson 1: Creating technical layouts

- ▶ Layers
- ▶ Drawing scales
- ▶ Displaying shape dimensions

Lesson 3: Custom shapes and stencils

- ▶ Special drawing operations
- ▶ Shape behaviours
- ▶ Custom stencils

Lesson 5: Integrating Visio with other programs

- ▶ Integration with Microsoft Word
- ▶ Integration with PowerPoint
- ▶ Integration with Microsoft Outlook
- ▶ Working with Web-enabling features

Lesson 2: Custom themes and templates

- ▶ Custom themes
- ▶ Custom templates

Lesson 4: Business diagrams and Web site mapping

- ▶ Block, tree, and onion diagrams
- ▶ Flowcharts
- ▶ Organisation charts
- ▶ Project management diagrams
- ▶ Web site maps

Lesson 6: Software and database diagrams

- ▶ Documenting software systems
 - ▶ Database model diagrams
-

WEB LINKS

- ▶ [View this course online](#)