



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Visio® 2010: Level 2

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Attendees will learn how to create custom elements and a custom template, represent external data as a drawing, and share their work with others.

Target Audience

This course is intended for:

- Persons who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites

To attend this course, candidates must have:

- Completed the Microsoft Visio 2010: Level 1 course or have equivalent knowledge.

Course Objectives

Upon successful completion of this course, attendees 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.



Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTTS.com | **Website:** www.RWTTTS.com





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Course Topics

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

- 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 Drawings

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to Other File Formats
- Print a Visio Drawing

ACTIVITIES INCLUDED



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