

MICROSOFT VISIO 2010 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

The Microsoft Visio 2010 Advanced Training course is designed to help you achieve the expertise and advanced skills required to use Visio 2010 to create a wide range of professional diagrams, flowcharts, organizational structures and more.

By the end of this training course, you will have learned to: create, assign and customize layers of technical layouts, create custom themes, templates and complex shapes, create calendars, diagrams, PERT, Gantt and other charts, generate website maps, integrate Visio with Word, PowerPoint, Outlook and other programs, use the Reverse Engineer Wizard and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT VISIO 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Visio 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, 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

By the end of this training course, participants will:

- ▶ Create and assign layers
- ▶ Customize 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 behaviors
- ▶ 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 organizational charts
- ▶ Create an organizational 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
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MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives

Lesson 2: Business diagrams and Web site mapping

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

Lesson 3: Creating technical layouts

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

Lesson 4: Integrating Visio with other programs

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

Lesson 5: Custom themes and templates

- ▶ Custom themes
- ▶ Custom templates

Lesson 6: Software and database diagrams

- ▶ Documenting software systems
- ▶ Database model diagrams

Lesson 7: Custom shapes and stencils

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

Lesson 8: Wrapping Up

- ▶ Words from the Wise
 - ▶ Parking Lot
 - ▶ Action Plans and Evaluations
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)