



## Microsoft® Office Visio® 2010: Level 2

### Training Course Content

**Course Objective:** You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

**Prerequisites:** To ensure your success, it is recommended that you take our Visio 2010/2007 Level 1 training course.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

### 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