



Microsoft® Office Visio® Professional 2007: Level 2

Course Length: One day, 8:30am – 4:00pm

Course Description

Overview: Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

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

Prerequisites: Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft® Office Visio® Professional 2007: Level 1. Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Performance-based Objectives

Upon successful completion of this course, students 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 drawings.

Course Content

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 Work

- Topic 6A: Link a Visio Drawing to Other Applications
- Topic 6B: Convert a Visio Drawing to a Web Page
- Topic 6C: Print a Visio Drawing
- Topic 5B: Modify an Organization Chart