

MICROSOFT VISIO 2010 ADVANCED

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Microsoft
Visio 2010
Advanced



COURSE LENGTH: 1.0 DAYS

The Microsoft Visio 2010 Advanced is designed to help you achieve expertise in using the various advanced features of the application such as website mapping, integrating Visio with other MS Office programs, building technical layouts, performing special drawing operations and more.

The PD Training Microsoft Visio 2010 Advanced Training Course covers topics such as creating technical layouts, custom themes, custom shapes, importing and exporting XML data and much more.

This engaging and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

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MICROSOFT VISIO 2010 ADVANCED COURSE OUTLINE

FOREWORD

This Visio 2010 Advanced training course, running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, 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
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MODULES

Lesson 1: Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Exploring Advanced Diagrams (I)

- Understanding Visio Definitions
- Creating Calendars
- Creating Maps
- Flowcharts
- Creating Organisation Charts
- Using Perspective

Lesson 3: Exploring Advanced Diagrams (II)

- Network Diagrams
- Marketing Diagrams
- Create Work Flow Diagrams
- Create Fishbone (Cause and Effect) Diagrams
- Project Management Diagrams
- Gantt Charts
- PERT Charts

Lesson 4: Working with Stencils and Shapes

- Creating Custom Stencils
- Adding Shapes to the Stencil
- Saving the Stencil
- Controlling Shape Placement

Lesson 5: Advanced Custom Shape Design

- Using Quick Shapes
- Creating New Shapes
- Revising Existing Shapes
- Locking and Protecting Shapes

Lesson 6: Layers (I)

- Understanding Layers
- The Layer Properties Dialog Box
- Working with Existing Layers
- Hiding or Showing a Layer
- Activating a Layer

Lesson 7: Layers (II)

- Creating Layers
- Renaming and Removing Layers
- Assigning Shapes to Layers
- Assigning Colour to a Layer
- Protecting a Layer from Changes
- Printing Only the Layers You Want

Lesson 8: Multi-Page Drawings

- Adding Pages to a Drawing
- Arranging Pages
- Working with Background Pages
- Hyperlinking Between Pages

Lesson 9: Creating Technical Layouts

- Drawing with Precision
- Setting a Drawing Scale
- Working with Building Plan Layouts

Lesson 10: Working with Data Graphics

- About Data Graphics
- Using the Data Selector Wizard
- Applying Data Graphics
- Editing Data Graphics
- Data Graphic Legends

Lesson 11: The ShapeSheet

- Viewing the ShapeSheet
- Modifying ShapeSheet Data
- Using a Formula in the ShapeSheet

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans

WEB LINKS

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