Visio Comprehensive

Length: 2 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of windows and the ability to use a mouse.

Objectives

- Explore the Visio 2010 interface
- Create a route map
- Modifying Diagram Shapes
- Create process diagrams
- Create an organization chart
- Create a custom shape
- Design a custom stencil
- Design styles and templates
- Design a floor plan
- Represent external data in Visio
- Share drawings

Course Outline

Getting Started with Visio

- Explore the Visio Interface
- Explore the Visio Interface
- Customize the Visio Interface
- Create a New Diagram

Creating a Route Map

- Add Shapes to a Drawing
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Modifying Diagram Shapes

- Manage Shapes
- Format Shapes

Creating Process Diagrams

- Create a Flowchart
- Apply Page Styles

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- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

Representing an Organization Hierarchy

- Creating Organizational Charts
- Modify Organizational Charts

Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

Designing a Custom Stencil

- Create a Custom Stencil
- Customize a Stencil Master

Designing Styles and Templates

- Define a New Style
- Create a Template

Designing a Floor Plan

- Create an Office Layout
- Work with Layers

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

Sharing Your Work

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to a Web Page

Note :

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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- Print a Visio Drawing