



## Microsoft Office Visio Professional 2007: Level 2

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$300/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### Course Description

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.

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

**Target Student:** This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

**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.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### 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