

## Advanced Microsoft Visio 2010

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### Course duration

- 1 Days

### Course Outline

In this Advanced Microsoft Visio 2010 training class, you will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

The course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting.

- Learn to create a custom shape.
- Learn to design a custom stencil.
- Learn to design styles and templates.
- Learn to design a floor plan.
- Learn to represent external data in Visio.
- Learn to share your work.

- Microsoft Visio 2010

1. Creating a Custom Shape
  1. Draw Basic Shapes
  2. Enhance Basic Shapes
2. Designing a Custom Stencil
  1. Create a Custom Stencil
  2. Customize a Stencil Master
3. Designing Styles and Templates
  1. Define a New Style
  2. Create a Template
4. Designing a Floor Plan
  1. Create an Office Layout
  2. Work with Layers
5. Representing External Data in Visio
  1. Generate a PivotDiagram

2. Create an Organization Chart from External Data
3. Import Project Plan Data into Visio
4. Link to a Database
5. Import Excel Data
6. Sharing Your Drawings
  1. Link a Visio Drawing to Other Applications
  2. Convert a Visio Drawing to Other File Formats
  3. Print a Visio Drawing

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