



## **Microsoft® Office Visio® Professional 2007: Level 2**

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

### **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