# MICROSOFT VISIO 2010 ADVANCED

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**COURSE LENGTH: 1.0 DAYS**

This second and final course in the Visio 2010 series, really helps tie the previous course up and elevate Visio skills to an expert level.

Topics like creating technical layouts, custom themes, custom shapes, import and export XML data and much more are covered.

This engaging and practical training course is available now throughout Malaysia, including Kuala Lumpur.

This Visio 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

**MICROSOFT VISIO 2010 ADVANCED COURSE OUTLINE**

**FOREWORD**

This Visio 2010 Advanced training course running in Kuala Lumpur and Malaysia wide, 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
- Customize 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 behaviors
- 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

### Lesson 10: Working with Data Graphics
- About Data Graphics
- Using the Data Selector Wizard

- Working with Building Plan Layouts
- 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

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## WEB LINKS

➢ View this course online
➢ In-house Training Instant Quote