

Visio® Professional 2007 - Advanced

Course length: 1.0 day

Course Description: Microsoft® Office Visio® Professional 2007 - Advanced is the second course in the Microsoft Visio 2007 series. In Visio® Professional 2007 - Introduction, 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: [Visio® Professional 2007 - Introduction](#).

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

Draw Basic Shapes
Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

Create a Custom Stencil
Customize a Stencil Master

Lesson 3: Designing Styles and Templates

Define a New Style
Create a Template

Lesson 4: Designing a Floor Plan

Create an Office Layout
Work with Layers

Lesson 5: 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

Lesson 6: Sharing Your Work

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