**Microsoft® Visio® 2010: Level 2**

**Course Specifications**

**Course number:** 084599 **Course length:** 1.0 day(s)

**Course Description**

**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 a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting.  
 **Prerequisites:** To ensure your success, it is recommended that you take the following Element K course: Microsoft® Visio® 2010: Level 1.

**Hardware Requirements**

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

* Intel® Pentium® 1 GHz or higher processor.
* 512 MB of RAM or more.
* 10 GB of available hard disk space or more.
* CD-ROM or DVD-ROM drive.
* Keyboard and mouse or other pointing device.
* 1024 x 768 resolution monitor is recommended.
* Network cards and cabling for local network access.
* Printer (optional) or an installed printer driver.
* Projection system to display the instructor’s computer screen.
* Internet access (contact your local network administrator).

**Software Requirements**

Each computer requires the following software:

* Microsoft® Windows® XP Professional with Service Pack 3
* Microsoft® Visio® 2010 Premium Edition

**Course 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 work.

**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 Drawings**

**Topic 6A:** Link a Visio Drawing to Other Applications

**Topic 6B:** Convert a Visio Drawing to Other File Formats

**Topic 6C:** Print a Visio Drawing