

MICROSOFT VISIO 2010 ADVANCED

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COURSE LENGTH: 1.0 DAYS

The Microsoft Visio 2010 Advanced training course is designed to help you achieve expertise in using the various advanced features of the application such as website mapping, integrating Visio with other MS Office programs, building technical layouts, performing special drawing operations and more.

The PD Training Microsoft Visio 2010 Advanced Course teaches you key skills like creating technical layouts, custom themes, custom shapes, importing and exporting XML data and much more.

This engaging and practical training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a [group quote](#).

MICROSOFT VISIO 2010 ADVANCED COURSE OUTLINE

FOREWORD

This Visio 2010 Advanced training course running in Auckland, Wellington, Christchurch and New Zealand wide, builds on the concepts and skills taught in the [Visio 2010: Introduction](#) course. 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
- ▶ Customise 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 behaviours
- ▶ 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: Creating technical layouts

- ▶ Layers
- ▶ Drawing scales
- ▶ Displaying shape dimensions

Lesson 2: Custom themes and templates

- ▶ Custom themes
- ▶ Custom templates

Lesson 3: Custom shapes and stencils

- ▶ Special drawing operations
- ▶ Shape behaviours
- ▶ Custom stencils

Lesson 4: Business diagrams and Web site mapping

- ▶ Block, tree, and onion diagrams
- ▶ Flowcharts
- ▶ Organisation charts
- ▶ Project management diagrams
- ▶ Web site maps

Lesson 5: Integrating Visio with other programs

- ▶ Integration with Microsoft Word
- ▶ Integration with PowerPoint
- ▶ Integration with Microsoft Outlook
- ▶ Working with Web-enabling features

Lesson 6: Software and database diagrams

- ▶ Documenting software systems
 - ▶ Database model diagrams
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)