

# Visio 2010 Level 2

<b>Audience</b>	This course is intended for the person who is very familiar with Windows features and is able to create, edit, and print drawings in Visio. This course is designed for those using Visio Professional.
<b>Description</b>	The course uses a combination of lecture, hands-on practice, and independent exercises to build on the fundamentals taught in Visio Level 1. Students learn how to create, assign, and customize drawing layers; create complex shapes; create and edit formulas and functions; add predefined actions and custom shape behaviors; and create custom stencils. They also create a custom drawing template, work with styles, and use web-enabling features. In addition, this course covers integrating Visio drawings with other programs, such as Microsoft Word, PowerPoint, and Outlook.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Create, assign, and customize layers; modify the drawing scales; and add and modify dimension lines</li><li>■ Create and assign a background page, create and apply styles, create a custom template, and create a drawing based on a custom template</li><li>■ Create complex shapes, create and edit formulas and functions by using special drawing operations, add a predefined action and custom shape behavior to a shape, specify a behavior for double-click action, and create custom stencils</li><li>■ Create block diagrams, flowcharts, organization charts, and project management diagrams</li><li>■ Integrate Visio drawings with other programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook and work with Web-enabling features</li><li>■ Create a program window and system diagram, create a database model diagram, and reverse engineer a table from an existing database</li></ul>
<b>Length</b>	1 day

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## I. Creating Technical Layouts

- A. Layers
- B. Drawing scales
- C. Displaying shape dimensions

## III. Custom Shapes and Stencils

- A. Special drawing operations
- B. Shape behaviors
- C. Custom stencils

## II. Custom Themes and Templates

- A. Custom Themes
- B. Custom Templates



**IV. Business Diagrams and Web Site Mapping**

- A. Block, tree, and onion diagrams
- B. Flowcharts
- C. Organization charts
- D. Project management diagrams
- E. Web site maps

**V. Integrating Visio with Other Programs**

- A. Integration with Microsoft Word
- B. Integration with PowerPoint presentations
- C. Integration with Microsoft Outlook
- D. Working with Web-enabling features

**VI. Software and Database Diagrams**

- A. Documenting software systems
- B. Database model diagrams