VISIO 2010 ADVANCED

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COURSE LENGTH: 1.0 DAYS

This beneficial course will teach you how to create & customize layers, make different custom themes, work with ShapeSheets, create PERT & Gantt charts and much more.

This training course is now available in Singapore.

This Microsoft Visio 2010 Advanced training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

VISIO 2010 ADVANCED COURSE OUTLINE

FOREWORD

Microsoft Visio 2010 is an advanced diagramming tool utilized to produce illustrations out of complicated information. It is used to create network diagrams, organization charts, flow charts, business plans, etc. This Microsoft Visio 2010 Advanced training course from PD Training will take your knowledge to a higher level. Being an expert on how to use Visio 2010 will make you adept at creating engaging and data-driven illustrations.

This Visio 2010 Advanced training course running in Singapore 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 organizational charts
▶ Create an organizational 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

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 behaviors
- Custom stencils

Lesson 4: Business diagrams and Web site mapping

- Block, tree, and onion diagrams
- Flowcharts
- Organization 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

WEB LINKS

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