



Microsoft® Office Visio® Professional 2007: Level 2 MSVS-125

Course Description:

This Microsoft® Visio®2007 course is designed to provide students with the skills necessary to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing the students Visio drawings with other applications.

Course Objectives:

Upon completion of the Microsoft® Visio®2007 course, students will be able to:

- Create a custom shape
- Design a custom stencil
- Generate styles and templates
- Produce a floor plan
- Represent external data in Visio
- Share drawings

Prerequisites:

- Familiar with using personal computers
- Comfortable in the Windows environment and be able to use Windows to manage information on a computer
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders
- Basic knowledge of Microsoft Word, Excel, and Access would be helpful, but not required
- Background with MSVS-120, Microsoft® Office Visio® Professional 2007: Level 1

Audience:

- Business User

Course Duration:

1 Day

Course Topics:

I. Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

II. Designing a Custom Stencil

- Create a Custom Stencil
- Customize a Stencil Master

III. Designing Styles and Templates

- Define a New Style
- Create a Template

IV. Designing a Floor Plan

- Create an Office Layout
- Work with Layers

V. 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

VI. Sharing Your Work

- Link a Visio Drawing to other Applications
- Convert a Visio Drawing to a Web Page
- Print a Visio Drawing