



*Are you a pencil pusher trapped in a computer?
We can help!*

M J H COMPUTER TRAINING

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Microsoft® Visio® 2010: Level 2

Course length: 1.0 day(s)

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