

## Microsoft Visio 2010 - Level 2

### Streamlining your Business Processes using Advanced Flowcharts

#### Visio

##### Visio Level 1

Aimed at the novice user who need to know how to create work flows & other business diagrams

##### Visio Level 2

Aimed at the self taught or anyone who is familiar with the essentials of flowcharts.

Learn how to create technical layouts, network diagrams, website mappings, software & database diagrams.

You will also learn how to create your own templates & integrate Visio with other programs

### Outcomes

At the completion of this course participants will be able to:

- Create, assign, and customize layers; modify a drawing scale; and add and modify dimension lines.
- Use themes to quickly format charts and diagrams; create themes; create and apply styles; create templates; and create drawings based on custom templates.
- Enable developer mode, create complex shapes, apply behaviors to shapes, protect a shape, create master shapes and custom stencils, and define custom default actions and master shape properties.
- Create block diagrams, flowcharts, organization charts, and project management diagrams, and generate a Web site map.
- Integrate Visio drawings with other Office programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook; and work with Web-enabling features such as hyperlinks.
- Create program-window prototypes and system diagrams; create database model diagrams; and reverse engineer a table from a database.

### Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm



 **1300 86 87246**  
**1300 TO TRAIN**

### Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

# Course Outline

- **Creating technical layouts**
  - Layers
  - Drawing scales
  - Displaying shape dimensions
- **Custom themes and templates**
  - Custom themes
  - Custom templates
- **Custom shapes and stencils**
  - Special drawing operations
  - Shape behaviors
  - Custom stencils
- **Business diagrams and Web site mapping**
  - Block, tree, and onion diagrams
  - Flowcharts
  - Organization charts
  - Project management diagrams
  - Web site maps
- **Integrating Visio with other programs**
  - Integration with Microsoft Word
  - Integration with PowerPoint
  - Integration with Microsoft Outlook
  - Working with Web-enabling features
- **Software and database diagrams**
  - Documenting software systems
  - Database model diagrams