

Course Overview

In this 1-day course, you will expand on the knowledge you gained in the Visio Level 1 course. You will learn many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will also learn how to represent external data in Visio by generating a PivotDiagram, creating an organization chart from external data, importing project plan data into Visio, linking to a database, and importing Microsoft Excel data.

Courses in the Microsoft Visio Series

Visio Level 1
- 1 day -

Visio Level 2
- 1 day -

Course Preparation

Prerequisite: *Microsoft Visio – Level 1* or equivalent experience.

Course Topics

Creating a Custom Shape

- Drawing Basic Shapes
- Enhancing Basic Shapes

Designing a Custom Stencil

- Creating a Custom Stencil
- Customizing a Stencil Master

Designing Styles and Templates

- Defining a New Style
- Creating a Template

Designing a Floor Plan

- Creating an Office Layout
- Working with Layers

Representing External Data in Visio

- Generating a PivotDiagram
- Creating an Organization Chart from External Data
- Importing Project Plan Data into Visio
- Linking to a Database
- Importing Excel Data

Sharing Your Work

- Linking a Visio Drawing to Other Applications

Convert a Visio Drawing to a Web Page

Print a Visio Drawing