

Course Overview

In this 1-day course, you will begin reusing elements of your Visio 2010 drawings plus working with other data sources. You will learn how to create custom shapes and package them into master shapes. You will learn how to create and work with custom stencils of your favorite master shapes. You will learn how to identify which shapes others have used in their Visio drawings. You will learn how to create and share styles for consistent formatting of shape text, line or fills. You will learn how to package your stencils, printing setup and background pages into a custom template. You will learn the techniques of working with layers to eliminate groups of shapes from viewing or printing. You will learn how to quickly create a scaled physical map of a floor plan. You will also learn how to bring data from other sources into Visio drawings and how to run Excel shape data reports out of a Visio drawing. Finally you will learn embedding and linking techniques for using your Visio drawings with other applications.

Courses in the Microsoft Visio Series

Visio Level 1
- 1 day -

Visio Level 2
- 1 day -

Course Preparation

Prerequisite: *Microsoft Visio 2010 Level 1* or equivalent experience.

Course Topics

Creating Custom Shapes

- Drawing Basic Shapes
- Using Shape Operations to Create Custom Shapes

Custom Stencil and Master Shapes

- Creating a Custom Stencil
- Adding Custom Shapes as Master Shapes
- Adding Photography or Logos as Master Shapes
- Editing a Master Shape's Look on the Stencil
- Editing the Shape behind a Master Shape
- Checking for Master Shapes Used in a Visio Drawing
- Saving and Locking a Stencil

Styles and Templates

- Identifying Prebuilt Styles in Visio Drawings
- Defining a New Style for Text, Fill or Line Formatting
- Applying one or more Elements of a Shape Style
- Changing a Shape Style
- Creating a Template that Stores Background Pages, Printing Setup, Stencils and Styles

Scaled and Layered Drawings

- Creating an Office Layout with Scaling
- Creating the Space to Scale

Scaled and Layered Drawings (continued)

- Adding the Walls around the Space
- Moving the Ruler Zero Point
- Sizing and Placing Shapes in a Scaled Drawing
- Identifying Layers in a Visio Drawing
- Creating Your Own Layers
- Using Layers for Visibility or Printing
- Selecting Layers

Using Other Data in Visio

- Automatic Organization Chart using Excel Data
- Creating a two-way link from Visio to a Database
- Creating a one-way link from Excel to Visio
- Identifying Shape Data from Other Sources
- Locating Prebuilt Reports for a Visio Template
- Running Shape Data Reports in Excel format
- Creating Custom Shape Data Reports

Sharing Your Work in Other Applications

- Embedding a Visio Drawing
- Linking a Visio Drawing
- Creating a PDF
- Identifying Printing Problems in a Visio Drawing