

## Visio Level 2

### Course Description

Students will learn advanced skills using Microsoft Visio.

### Prerequisites

Visio Level 1 or equivalent knowledge.

### Study Methods

Flexible Learning or Group Training.

### What Next?

Visio Level 2 is the last course in this series.

### Course Content

#### **Lesson 1: Creating technical layouts**

- Layers
- Drawing scales
- Displaying shape dimensions

#### **Lesson 2: Custom themes and templates**

- Custom themes
- Custom templates

#### **Lesson 3: Custom shapes and stencils**

- Special drawing operations
- Shape behaviors
- Custom stencils

#### **Lesson 4: Business diagrams and Web site mapping**

- Block, tree, and onion diagrams
- Flowcharts
- Organization charts
- Project management diagrams
- Web site maps

#### **Lesson 5: Integrating Visio with other programs**

- Integration with Microsoft Word
- Integration with PowerPoint
- Integration with Microsoft Outlook
- Working with Web-enabling features

#### **Lesson 6: Software and database diagrams**

- Documenting software systems
- Database model diagrams