



**Let's Reach For Excellence!**

## **TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC**

Address: 103 Pasteur, Dist.1, HCMC

Tel: 08 38245819; 38239761

Email: [traincert@tdt-tanduc.com](mailto:traincert@tdt-tanduc.com)

Website: [www.tdt-tanduc.com](http://www.tdt-tanduc.com); [www.tanducits.com](http://www.tanducits.com)

---

## **Microsoft Visio 2010: Advanced Skills**

**Duration:** 02 days

This course builds on the concepts and skills taught in Visio 2010: Basic. Students will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams. They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

---

**COURSE OUTLINE**

| <b>Lessons</b>                            | <b>Concepts – Activities</b>                                                                                                                                                                                      |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Creating technical layouts             | <ul style="list-style-type: none"><li>• Layers</li><li>• Drawing scales</li><li>• Displaying shape dimensions</li></ul>                                                                                           |
| 2. Custom themes and templates            | <ul style="list-style-type: none"><li>• Custom themes</li><li>• Custom templates</li></ul>                                                                                                                        |
| 3. Custom shapes and stencils             | <ul style="list-style-type: none"><li>• Special drawing operations</li><li>• Shape behaviors</li><li>• Custom stencils</li></ul>                                                                                  |
| 4. Business diagrams and Web site mapping | <ul style="list-style-type: none"><li>• Block, tree, and onion diagrams</li><li>• Flowcharts</li><li>• Organization charts</li><li>• Project management diagrams</li><li>• Web site maps</li></ul>                |
| 5. Integrating Visio with other programs  | <ul style="list-style-type: none"><li>• Integration with Microsoft Word</li><li>• Integration with PowerPoint</li><li>• Integration with Microsoft Outlook</li><li>• Working with Web-enabling features</li></ul> |
| 6. Software and database diagrams         | <ul style="list-style-type: none"><li>• Documenting software systems</li><li>• Database model diagrams</li></ul>                                                                                                  |