



Visio 2010 – Creating Organization Charts

Course ISI-1333 3 Hours Instructor-Led, Hands-On

Introduction

During this course, students will learn how to prepare organization charts following DGS guidelines. This course is valuable for other organizations, which use Visio 2010 to create organization charts.

At Course Completion

After completing this course, students will be able to:

- Create an organization chart manually or generate one from a text file
- Modify an organization chart
- Print organization charts
- Modify or change the appearance of an existing chart
- Use the organization chart wizard
- Compare organization chart differences
- Apply changes to an organization chart

Prerequisites

This course is designed for the student who has little or no experience using Visio 2010 Professional, and who needs to learn the basic skills that are necessary in order to begin to use this program effectively.

Before taking this course, you should have a basic understanding of your operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Course Outline

Module 1: Introduction to Microsoft Visio

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

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Module 2: Start the Visio Drawing

- Tips for working with shapes
- Tips for working with connectors

Module 3: Creating an Organization Chart

- Layouts
- Shapes

Module 4: Printing Organization Charts

- Page Set Up dialog box

Module 5: The Organization Chart Appearance

- Making changes to an existing charts manually

Module 6: The Organization Chart Wizard

- Create a data file
- Use the wizard
- Update the chart with the wizard
- Organization chart with updated data

Module 7: Comparing the Organization Chart Differences

- The comparison report

Module 8: Applying Changes to the Original Organization Chart