



Visio 2010 Professional Level 1

Course VIS10-1 One Day Instructor-Led, Hands-On

Introduction

In this 1-day course, you will learn the essentials of Microsoft Visio 2010 Professional to design and manage basic diagrams, workflows and flowcharts. You will learn the essentials of templates, stencils and master shapes. You will learn how to add and manipulate shapes in a drawing and search for unusual shapes. You will learn how to use time-saving viewing tools and troubleshooting techniques. You will learn how to use text tools to add and move text within or near shapes. You will learn how to align, group and distribute shapes plus affect the stacking order. You will also learn how to format text, line and fill patterns for shapes. You will learn how to create three different styles of flowchart drawings. Using flowcharts you will learn several methods of connections and automated methods for text, fill and line formats. You'll learn how to insert pages, use background pages and titles in your drawing. Finally you will learn how to use automated Visio tools to create and modify an organization chart quickly.

At Course Completion

After completing this course, students will be able to:

- Become familiar with the Visio interface and create a basic Visio document.
- Create a route map by using Visio features to work with shapes and text.
- Modify, format, and arrange shapes to enhance a basic diagram.
- Create process diagrams.
- Represent an organization hierarchy as a Visio diagram.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Students should attend Windows Level 1 or have equivalent experience. Experience with another graphics program is recommended but not required.

Course Materials

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

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Getting Started with Visio 2010

- Explore the Visio Interface
- Customize the Visio Interface
- Create a New Diagram

Module 2: Creating a Route Map

- Add Shapes to a Diagram
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Module 3: Modifying Diagram Shapes

- Manage Shapes
- Format Shapes

Module 4: Creating Process Diagrams

- Create a Flowchart
- Apply Page Styles
- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

Module 5: Representing an Organization Hierarchy

- Create an Organization Chart
- Modify an Organization Chart