



Microsoft® Visio 2010 Level 1

Course Description:

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2010 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: You will design and manage basic diagrams, workflows, and flowcharts.

Upon successful completion of this course, students will be able to:

- Explore the Visio 2010 interface.
- Create a route map.
- Enhance a basic diagram.
- Create process diagrams.
- Create an organization chart.

Target Student: This course is designed for persons who understand basic workflows and the concept of end-to-end flowcharting.

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 computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Outline

Get Started with Visio 2010 <ul style="list-style-type: none">• Explore the Visio interface• Explore the Backstage View• Get help in Visio Create a Route Map <ul style="list-style-type: none">• Add shapes to a drawing• Manipulate shapes• Add text• Format text• Change the stacking order	Enhance a Basic Diagram <ul style="list-style-type: none">• Manage shapes• Format shapes Create Process Diagrams <ul style="list-style-type: none">• Create a flowchart• Apply pages styles• Create a cross-functional flowchart• Create a workflow diagram Represent an Organization Hierarchy <ul style="list-style-type: none">• Create an organization chart• Modify an organization chart
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