

Microsoft Visio 2010 Level 1

Overview

This one-day Visio course is an introduction to this Microsoft application and will guide users through the design and management of basic diagrams, workflows and charts.

Target audience: This course is designed for people who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Prerequisites

- An appreciation of drawing applications and design concepts
- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

Delegates will learn how to

- Navigate 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 organisation hierarchy as a Visio diagram
- Design and manage basic diagrams, workflows and flowcharts

Course Outline.

Lesson 1: Getting Started with Visio 2010

- Topic 1A: Explore the Visio Interface
- Topic 1B: Customize the Visio Interface
- Topic 1C: Create a New Diagram

Lesson 2: Creating a Route Map

- Topic 2A: Add Shapes to a Diagram

- Topic 2B: Manipulate Shapes
- Topic 2C: Add Text
- Topic 2D: Format Text
- Topic 2E: Change the Stacking Order

Lesson 3: Modifying Diagram Shapes

- Topic 3A: Manage Shapes
- Topic 3B: Format Shapes

Lesson 4: Creating Process Diagrams

- Topic 4A: Create a Flowchart
- Topic 4B: Apply Page Styles
- Topic 4C: Create a Cross-Functional Flowchart
- Topic 4D: Create a Workflow Diagram

Lesson 5: Representing an Organization Hierarchy

- Topic 5A: Create an Organization Chart
- Topic 5B: Modify an Organization Chart

Related courses from which you may also benefit:

- Word 2010 Levels 1-3
- Excel 2010 Levels 1-3
- PowerPoint 2010 Levels 1-2
- Outlook 2010 Levels 1-3
- Access 2010 Levels 1-3