MICROSOFT VISIO 2010 BASIC

Generate a group quote today

Microsoft
Visio 2010
Introduction

COURSE LENGTH: 1.0 DAYS

Creating a solid foundation in the use of Microsoft's Visio 2010 program requires a solid understanding of its capabilities and the use of its various chart building functions.

The PD Training Microsoft Visio 2010 Introduction Training Course teaches you the common basic functions of Visio 2010, including using drawing tools and diagrams, working with pages, customising, reporting and formatting. By using the basic functions of Visio 2010 properly, you can create diagram networks, flowcharts, organisational charts and much more.

This engaging and practical training course is available now across New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a group quote.

MICROSOFT VISIO 2010 BASIC COURSE OUTLINE

FOREWORD

This Visio 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand wide, teaches the basic functions and features of Visio Professional 2010.

Participants will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages and set file and print properties.

Finally, participants will learn how to create network and brainstorming diagrams, set shape properties and create modify customised reports.

OUTCOMES

- Identify & use interface components
- Use Visio Help
- Navigate a Visio drawing
- Change View settings
- Modify stencils
- Select, scale and resize objects
- Draw objects and change their size
- Work with compound lines
- Plan a flowchart
- Use master shapes
- Connect shapes in a diagram
- Work with text
- Create an organisational chart
- Format shapes and lines
- Apply style themes and effects
- Set file properties
- Create and apply background pages
- Create hyperlinks
- Use Print Preview
- Create print headers and footers
- Print a diagram
- Create network diagrams
- Create rack diagrams
- Create brainstorming diagrams
- Import and export XML data
- Use guides to precisely align and glue shapes
- Create new connection points
- Set properties for shapes
- Create custom properties

- Create and modify reports

MODULES

Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Getting started
- The Visio 2010 interface
- Windows, stencils, and objects

Lesson 3: Drawing tools
- Basic shapes and lines
- Compound lines
- Editing objects

Lesson 4: Basic diagrams
- Planning a diagram
- Creating a basic diagram
- Working with text
- Organisation charts

Lesson 5: Formatting drawings
- Formatting text
- Formatting shapes and lines

Lesson 6: Working with Pages
- File and print properties
- Working with background pages
- Working with links

Lesson 7: Network and brainstorming diagrams
- Network diagrams
- Rack diagrams
- Brainstorming diagrams

Lesson 8: Customisation and reporting
- Layout and connection techniques
- Shape properties
- Reporting

WEB LINKS

- View this course online
- In-house Training Instant Quote