

Microsoft® Visio® 2010: Level 1



Course Specifications

Course number: 84598

Course length: 1 day

Course Description

Course Objective: You will design and manage basic diagrams, workflow, and flowcharts.

Target Student: This course is designed for persons who have an understanding of the basic workflow 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 computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Objectives

Upon successful completion of 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.

Course Content

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

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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