

1 day course

Who should attend?

This course is intended for new Microsoft Visio 2010 users.

Prerequisites

Windows XP, Windows Vista, or Windows 7

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Create, open, close, and save drawing files, and work with stencils and drawing pages.
- Use the drawing features in Visio, including the drawing tools, master shapes, and formatting tools.
- Use the text editing and formatting tools available in Visio 2010.
- Use shape connectors, and become familiar with methods of connecting shapes, glue types, and connecting organization charts.
- Add headers and footers to a drawing, create and apply background pages, and preview drawing files.
- Use the Find Shape command to locate shapes on stencils, and use the Spelling dialog box to check for and correct spelling errors.

Course Content

Getting Started with Visio 2010

Understanding Visio Concepts ; Getting Started ; Identifying Screen Elements ; Creating Drawing Files ; Opening and Closing Drawing Files ; Working with Stencils ; Working with Drawing Pages ; Viewing Drawings

Creating Drawings

Understanding Drawings ; Drawing Shapes ; Editing Shapes ; Formatting Shapes ; Arranging Shapes ; Using Advanced Drawing Tools ; Using Themes

Working with Text

Understanding Text Basics ; Working with Text and Shapes ; Editing Text ; Formatting Text

Connectors and Glue

Using Connectors and Glue ; Choosing the Type of Connectors ; Choosing the Method of Connecting Shapes ; Using Glue ; Connecting Organization Chart Shapes

Previewing and Printing

Setting Up Pages ; Setting Up Headers and Footers ; Defining Background Pages ; Printing and Previewing

Visio Tools

Searching for Shapes ; Checking Spelling