

## VISIO 2010 BASIC TRAINING



**COURSE LENGTH: 1.0 DAYS**

Microsoft Visio 2010 is the diagramming and vector graphics software that is part of the Microsoft Office suite. Learn how to use the basic functions and features of Visio Professional 2010 to create a wide range of professional diagrams by attending PD Training's Microsoft Visio 2010 Introduction Training course.

This Visio 2010 Introduction training course teaches you how to: use the software's interface and Visio Help, use stencils, draw, scale, resize and arrange objects, create diagrams, flowcharts and organisational charts, work with text, format, work with background pages, connect shapes in a diagram and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## VISIO 2010 BASIC TRAINING COURSE OUTLINE

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### FOREWORD

This Visio 2010 Introduction training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK 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 create network and brainstorming diagrams, set shape properties, and create reports.

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### 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
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### MODULES

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### Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

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### Lesson 3: Drawing tools

- ▶ Basic shapes and lines
- ▶ Compound lines
- ▶ Editing objects

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### Lesson 5: Formatting drawings

- ▶ Formatting text
- ▶ Formatting shapes and lines

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### Lesson 7: Network and brainstorming diagrams

- ▶ Network diagrams
- ▶ Rack diagrams
- ▶ Brainstorming diagrams

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### Lesson 2: Getting started

- ▶ The Visio 2010 interface
- ▶ Windows, stencils, and objects

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### Lesson 4: Basic diagrams

- ▶ Planning a diagram
- ▶ Creating a basic diagram
- ▶ Working with text
- ▶ Organisation charts

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### Lesson 6: Working with Pages

- ▶ File and print properties
- ▶ Working with background pages
- ▶ Working with links

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### Lesson 8: Customisation and reporting

- ▶ Layout and connection techniques
- ▶ Shape properties
- ▶ Reporting

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## WEB LINKS

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- ▶ [View this course online](#)