



Visio Professional 2010 - Level 1

In this course, students will design and manage basic diagrams, workflows, and flowcharts.

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 computer. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Target Audience

This course is designed for a person who has an understanding of basic workflows and understands the concept of end-to-end flowcharting.

Course Objectives

Upon successful completion of this course, students will be able to:

- get 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.
- enhance a basic diagram.
- create process diagrams using Visio's flowcharting and workflow diagram creation features.
- represent an organization hierarchy as a Visio diagram.

Course Outline

1 - Getting Started with Visio 2010

Explore the Visio Interface

Customizing the Visio Interface

Starting a New Diagram

2 - Creating a Route Map

Add Shapes to a Diagram

Manipulate Shapes

Add Text

Format Text

Change the Stacking Order

3 - Enhancing a Basic Diagram

Manage Shapes

Format Shapes

4 - Creating Process Diagrams

Create a Flowchart

Apply Page Styles

Create a Cross-Functional Flowchart

Create a Workflow Diagram

5 - Representing an Organization Hierarchy

Create an Organization Chart

Modify an Organization Chart