

Microsoft Visio 2010 Intro/Intermediate



Duration: 1 Day Course Code: A-11850

This course is designed for students who need to quickly unlock the power of this powerful software program for creating business diagrams, Org Charts, Schematic Diagrams, Flow Charts, Brainstorming Diagrams and more.

Learning Outcomes

By the end of this course students will be able to create and working with existing files, utilise the online help system effectively, navigate around a file, manipulate stencils and select, scale and resize objects, draw and reshape objects, work with compound lines and duplication techniques, use features such as align, distribute, group and rotate, plan a flowchart, use master shapes, connect shapes in a diagram, use dynamic connectors, use text features and create an organisational chart, use various text formatting features, format text blocks, adjust shape and line attributes, set file properties, create background pages, work with detail pages and links, use print preview and correctly print our your diagram, create network, rack, directory service and brainstorming diagrams, use advanced connection and layout techniques, set custom properties for shapes, and create and modify property reports.

Prerequisites

This course is designed for students with little or no knowledge of Visio. Basic computer awareness, keyboard and mouse skills are essential.

Getting Started

- Navigating the Visio 2010 Interface
- Working with the Ribbon
- Understanding Vector v's Bitmap

- Pan & Zoom Options
- Working with Windows and Stencils
- Selection Techniques
- Scaling v's Resizing Options

Using Drawing Tools

- Using Line, Arc, Ellipse, Freeform and other Tools
- Working with Compound Lines
- Manipulating Compound Lines
- Object Alignment and Duplication
- Reference Shapes and Distribution
- Grouping & Rotating Objects

Working with Diagrams

- Effective Design Tips
- Inserting and Connecting Shapes
- Shape to Shape Connections
- Using Connector Tools
- Working with Text
- Manipulating Shape Text
- Creating Organisational Charts

Formatting Drawings

- Applying Text Formats
- The Text Dialog Box
- Applying Themes and Effects
- Using Line and Fill Styles
- Adding Drop Shadows
- Copying Formatting to other Shapes

Using Multiple Pages

- File and Print Properties
- Page and Print Settings
- Adding Headers and Footers
- Working with Background Pages
- Adding Field Codes
- Adding Watermarks
- Adding Hyperlinks to Pages and External Files

Networking and Brainstorming Diagrams

- Using Network Shapes
- Working with Connection Handles
- Using Topology Shapes
- Creating Rack Diagrams
- Elements of a Brainstorming Diagram
- Importing XML Data

Customisation and Reporting

- Layout and Connection Techniques
- Using Layout Guides
- Creating New Connection Points
- Selecting Objects by Type
- Using Snap and Glue
- Modifying Shape Properties
- Using Custom Property Sets
- Creating Reports
- Modifying a Visio Table Report Shape

