

## MICROSOFT VISIO 2010 BASIC

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Microsoft  
Visio 2010  
Introduction



**COURSE LENGTH: 1.0 DAYS**

Creating a solid foundation in the use of Microsoft's Visio 2010 program requires a good understanding of its capabilities and the use of its various chart building functions.

The PD Training Microsoft Visio 2010 Introduction Training Course covers the common basic functions of Visio 2010, including using drawing tools and diagrams, working with pages, customising, reporting and formatting. By using the basic functions of Visio 2010 properly, you can create diagram networks, flowcharts, organisational charts and much more.

This engaging and practical training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

Contact us today for a group quote.

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## MICROSOFT VISIO 2010 BASIC COURSE OUTLINE

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### FOREWORD

This Visio 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, 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

### Lesson 1: Getting started

- Introduction
- Visio Files
- Creating a Diagram
- Using Shapes & Stencils

### Lesson 2: The Visio 2010 Interface

- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon

### Lesson 3: Overview of the Command Tabs

- The Home Tab
- The Insert Tab
- The Design Tab
- The Data Tab
- The Review Tab
- The View Tab

### Lesson 4: Basic diagrams

- Planning a diagram
- Creating a basic diagram
- Editing Shapes
- Formatting Shapes
- Organisation charts

### Lesson 5: Doing More with Diagrams

- Formatting Text
- Working with Text Blocks
- Adding Freeform Shapes

### Lesson 6: Working with Pages

- File and print properties
  - Working with pages
  - Preparing a diagram for printing
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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)