

## VISIO 2010 BASIC

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Microsoft  
Visio 2010  
Introduction



**COURSE LENGTH: 1.0 DAYS**

Microsoft Visio 2010 makes it easier than ever to simplify complex, data-driven visuals and share them on the web.

Visio 2010 can be used to diagram networks, databases, flow charts and more, with predefined shapes and built-in templates.

This fun and practical training course is available now throughout Hong Kong, including Central.

This Visio 2010 Basic training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

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## VISIO 2010 BASIC COURSE OUTLINE

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### FOREWORD

This Visio 2010 Introduction training course running in Central and Hong Kong 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 organizational 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: Introduction

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

### Lesson 2: Getting started

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

### Lesson 3: Drawing tools

- Basic shapes and lines
- Compound lines
- Editing objects

### Lesson 4: Basic diagrams

- Planning a diagram
- Creating a basic diagram
- Working with text
- Organization charts

### Lesson 5: Formatting drawings

- Formatting text
- Formatting shapes and lines

### Lesson 6: Working with Pages

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

### Lesson 7: Network and brainstorming diagrams

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

### Lesson 8: Customization and reporting

- Layout and connection techniques
  - Shape properties
  - Reporting
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## WEB LINKS

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