

VISIO 2010 BASIC

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COURSE LENGTH: 1.0 DAYS

Learn to use Visio's 2010 powerful visualization tools with this Microsoft Visio 2010 Introduction training course from PD Training. Enrolling in this course will make you adept in creating an organizational chart, formatting shapes and lines, applying style themes and effects, drawing, scaling and resizing objects and much more.

This training course is now available in Singapore.

This Microsoft Visio 2010 Introduction training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

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VISIO 2010 BASIC COURSE OUTLINE

FOREWORD

Microsoft Visio 2010 is a diagramming tool that is utilized to visually communicate technical and non-technical illustrations of ideas, concepts, processes, layouts, structures, blueprints, software models, etc. Visio 2010 disregards the strenuous process of making diagrams by offering you the tools to generate complicated diagrams in a user-friendly and effortless method.

This Visio 2010 Introduction training course running in Singapore 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.

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 3: Drawing tools

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

Lesson 5: Formatting drawings

- ▶ Formatting text
- ▶ Formatting shapes and lines

Lesson 7: Network and brainstorming diagrams

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

Lesson 2: Getting started

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

Lesson 4: Basic diagrams

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

Lesson 6: Working with Pages

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

Lesson 8: Customization and reporting

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

WEB LINKS

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