Course Outline

Microsoft Visio 2010 Training Course

Introduction – 1 Day

Using Visio 2010 you will become familiar with the Visio interface and will create and modify Visio documents including basic diagrams, workflow and flowcharts.

Getting Started with Visio 2010

- Explore the Visio Interface
- Customize the Visio Interface
- Create a New Diagram

Creating a Route Map

- Add Shapes to a Diagram
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Use Visio to Modify Diagram Shapes

- Manage Shapes
- Format Shapes

Creating Process Diagrams using Visio

- Create a Flowchart
- Apply Page Styles
- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

Representing an Organization Hierarchy

- Create an Organization Chart
- Modify an Organization Chart