



To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com

Course length: 1.0 day(s)

Microsoft® Office Visio® Professional 2010 Level 1

Course Objectives

Upon successful completion of this course, students will be able to:

- become familiar with the Visio interface and create a basic Visio document.
- create a route map by using Visio features to work with shapes and text.
- modify, format, and arrange shapes to enhance a basic diagram.
- create process diagrams.
- represent an organization hierarchy as a Visio diagram.

Course Content

Lesson 1: Getting Started with Visio 2010

Topic 1A: Explore the Visio Interface

Topic 1B: Customize the Visio Interface

Topic 1C: Create a New Diagram

Lesson 2: Creating a Route Map

Topic 2A: Add Shapes to a Diagram

Topic 2B: Manipulate Shapes

Topic 2C: Add Text

Topic 2D: Format Text

Topic 2E: Change the Stacking Order

Lesson 3: Modifying Diagram Shapes

Topic 3A: Manage Shapes

Topic 3B: Format Shapes

Lesson 4: Creating Process Diagrams

Topic 4A: Create a Flowchart

Topic 4B: Apply Page Styles

Topic 4C: Create a Cross-Functional Flowchart

Topic 4D: Create a Workflow Diagram

Lesson 5: Representing an Organization Hierarchy

Topic 5A: Create an Organization Chart

Topic 5B: Modify an Organization Chart



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