



Visio 2010 Level 1 Course Content

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Course Objectives:

- Create, open, close, and save drawing files, and work with stencils and drawing pages.
- Use the drawing features in Visio, including the drawing tools, master shapes, and formatting tools; and formatting drawing pages using themes, variants, and Quick Styles.
- Use the text editing and formatting tools available in Visio.
- Use shape connectors, and become familiar with methods of connecting shapes and glue types, as well as connecting organization chart shapes.
- Add headers and footers to a drawing, create and apply background pages, and preview drawing files.
- Use the Find Shape command to locate shapes on stencils, and use the Spelling dialog box to check for and correct spelling errors.

This course is for students who are new to Visio and want to create drawings such as Flow Charts, Organization Charts and Workflow diagrams.

Course Content:

Getting Started with Visio 2010

Understanding Visio 2010 Concepts
Getting Started; Identifying Window Components
Creating Drawings; Opening Visio files & Graphics
Working with Stencils & Shapes
Working with Drawing Pages
Viewing Drawings

Creating Drawings

Understanding Drawings
Drawing, Editing, Formatting & Arranging Shapes
Using Advanced Drawing Tools
Using Themes, Variants & Quick Styles

Working with Text

Understanding Text basics
Working with Text & Shapes
Editing & Formatting Text

Connectors and Glue

Using Connectors & Glue
Choosing a Connector Type & Method of Connecting shapes
Using Glue
Connecting Organization Chart shapes

Previewing and Printing

Setting up Pages, Headers & Footers
Defining Background pages
Printing & Previewing

Visio Tools

Searching for Shapes
Checking Spelling