Microsoft® Office Visio® 2010/2007: Level 1

Training Course Content

Course Objective: You will design and manage basic diagrams, workflow, and flowcharts.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and mange files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

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

Microsoft® Office Visio® 2010/2007: Level 2

Training Course Content

Course Objective: You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Prerequisites: To ensure your success, it is recommended that you take our Visio 2010/2007 Level 1 training course.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Creating a Custom Shape

Topic 1A: Draw Basic Shapes
Topic 1B: Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

Topic 2A: Create a Custom Stencil
Topic 2B: Customize a Stencil Master

Lesson 3: Designing Styles and Templates

Topic 3A: Define a New Style
Topic 3B: Create a Template

Lesson 4: Designing a Floor Plan

Topic 4A: Create an Office Layout
Topic 4B: Work with Layers

Lesson 5: Representing External Data in Visio

Topic 5A: Generate a PivotDiagram
Topic 5B: Create an Organization Chart from External Data
Topic 5C: Import Project Plan Data into Visio
Topic 5D: Link to a Database
Topic 5E: Import Excel Data

Lesson 6: Sharing Your Drawings

Topic 6A: Link a Visio Drawing to Other Applications
Topic 6B: Convert a Visio Drawing to Other File Formats
Topic 6C: Print a Visio Drawing