

Visio 2010 Level 1

Audience	This course is for those who will be using Visio to create and modify business drawings such as flowcharts and organization charts. You should be able to manipulate windows; open and close Windows applications; and open and save files in Windows applications. No previous knowledge of Visio or any other drawing application is necessary, though an understanding of business processes is recommended.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with creating, editing, and formatting drawings and diagrams in Visio. The concepts of business processes are not covered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Manipulate magnification and move around the Visio screen■ Open, manipulate, and create stencils■ Use Visio drawing tools■ Switch between and reorder pages■ Select, copy, duplicate, scale, and resize shapes■ Align, distribute, group, rotate, and flip shapes■ Create a basic flowchart and a cross functional flowchart■ Change the Page Setup of a drawing■ Connect shapes and adjust connection points■ Add and format text, text blocks, lines, and shapes■ Apply a theme■ Create and apply a background page■ Insert a graphic and hyperlink it to a web page■ Create a synchronized copy of chart■ Change the double-click behavior of a shape■ Create, modify, and format an organization chart
Length	1 day

I. Visio Basics		F. Adding/Rearranging Additional Stencils
A. Overview of Visio		G. Creating a Simple Drawing Shape
B. Creating a New File		H. Selecting Shapes
C. Exploring the Visio Screen		I. Saving a Drawing
D. Changing Screen Magnification		J. Closing a Drawing
E. Moving the Page on the Screen		



II. Editing Shapes

- A. Opening an Existing Drawing
- B. Moving between/Reordering Pages
- C. Copying and Duplicating Shapes
- D. Resizing and Moving Shapes
- E. Drawing with Precision
- F. Aligning Shapes
- G. Distributing Shapes
- H. Grouping Shapes
- I. Rotating and Flipping Shapes

III. Creating a Basic Flowchart Diagram

- A. Creating a Flowchart
- B. Creating Cross Functional Flowcharts
- C. Changing Page Setup
- D. Placing Stencil Shapes
- E. Connecting with Connector Tool Button
- F. Connecting Shapes with AutoConnect
- G. Working with Connection Points
- H. Redirecting a Connection Line
- I. Using Special Connectors

IV. Adding Text and Formatting Shapes

- A. Adding and Resizing a Text Block
- B. Adding Text to a Shape
- C. Adding Text to a Line
- D. Rotating and Moving Text
- E. Applying Font Formatting
- F. Applying Paragraph Formatting
- G. Formatting Lines
- H. Formatting Shapes
- I. Copying Formats
- J. Applying a Theme

V. Working with the Background Page

- A. Creating a Background Page
- B. Adding Title Blocks
- C. Applying a Background Page
- D. Adding Fields
- E. Adding Guides
- F. Inserting a Graphic
- G. Creating a Hyperlink

VI. Working with Templates

- A. Overview of Visio Templates
- B. Creating a Block Diagram
- C. Creating a Brainstorming Diagram
- D. Creating a Work Flow Diagram
- E. Creating a Charts and Graphs Diagram
- F. Creating a Map Diagram
- G. Creating a Custom Stencil
- H. Creating a Drawing from an Existing File

VII. Creating an Organization Chart

- A. Creating an Organization Chart with the Wizard
- B. Creating an Organization Chart Manually
- C. Adjusting Organization Chart Layout
- D. Formatting Organization Shape Text
- E. Creating a Synchronized Copy
- F. Linking a Shape to a Page