Microsoft Visio 2010 – Level 1

This course is designed to help students learn how to become proficient in creating flow diagrams, basic organization charts, and network diagrams. Microsoft Office 2010 will be used in this course.

- Navigate in a file; use Visio Help; work with windows and stencils; select, scale and resize objects
- Draw and reshape objects; work with compound lines; duplicate objects; align, distribute, group and rotate objects
- Plan a flowchart; use master shapes; connect shapes in a diagram; work with text; create a simple organization chart
- Format text and text blocks; control attributes including font size, text color, margins, alignment and line spacing; apply style themes and effects; format shapes and lines
- Set file, page and print properties; use Print Preview; create print headers and footers; print a drawing; work with background pages; use fields to display information; create hyperlinks
- Create network, rack and brainstorming diagrams; import and export data
- Use guides to precisely align and glue shapes; add new connection points to a shape; set properties for shapes; create ad apply custom properties; create and run reports; format a report table; update a report

Prerequisites: Prior experience with Microsoft Windows

Cost: $179.00 per person (7 hour class)
Textbook included

For additional information, please contact
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Microsoft Visio 2010 – Level 2

This course is designed to help students learn how to become proficient in creating technical and business diagrams, create custom shapes, behaviors, stencils and templates, and integrate Visio with other Office applications. Microsoft Visio 2010 will be used in this course.

- Create, assign and customize layers; modify a drawing scale; add and modify dimension lines
- Use themes to quickly format charts and diagrams; create themes; create and apply styles; create templates; create drawings based on custom templates
- Create complex shapes; apply behaviors to shapes; protect a shape; create master shapes and custom stencils; define custom default actions and master shape properties
- Create block diagrams, flowcharts, organization charts, and project management diagrams; generate a Web site map
- Integrate Visio drawings with other Office programs, such as Microsoft Word, Microsoft PowerPoint and Microsoft Outlook; work with Web-enabling features such as hyperlinks
- Create program-window prototypes and system diagrams; create database model diagrams; and reverse engineer a table from a database

Prerequisites: Prior experience with Microsoft Visio 2010 – Level 1

Cost: $179.00 per person (7 hour class)
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