

Microsoft Visio 2010 Introduction

Course length

1 day

Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows. The recommended maximum is 8 delegates.

What will I learn?

On completion of the course delegates will be able to:

- Understand what Visio is used for and how to start and close Visio
- Work with shapes
- Work with text
- Connect shapes using connector lines
- Work with page tools
- Change the size and position of shapes
- Apply a range of formats to shapes
- Work with multiple page drawings
- Use styles to store and apply formatting attributes
- Use print preview and print drawings
- Create organisational charts
- Apply special techniques to work with organisational charts
- Work with organisation chart data

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

Course contents

Visio 2010 essentials

- Starting Microsoft Visio 2010
- Creating a blank drawing from a template
- The Microsoft Visio 2010 screen
- The menu bar
- Using menu commands
- Using keyboard shortcuts
- Using the toolbars
- Screentips
- Opening stencils
- Working with stencils
- Saving a new drawing
- Exiting from Visio

Shapes

- Placing shapes from stencils
- Stamping shapes
- Selecting shapes
- Moving shapes
- Duplicating shapes
- Aligning shapes
- Distributing shapes
- Grouping shapes

Working with text

- Adding text to shapes
- Formatting text in shapes
- Selecting and editing text
- Creating a heading
- Creating a text block
- Aligning text
- Spell checking text

Getting connected

- Connecting shapes
- Connecting shapes manually
- Connecting shapes automatically
- Connecting selected shapes
- Adding text to connector lines
- Changing connector line direction
- Manipulating connector lines
- Formatting connector lines

Page tools

- Page tools reference
- Zooming
- The pan & zoom window
- Displaying grids and rulers
- Changing grids and rulers
- Using guides and guide points
- Working with rulers
- Changing the scaling
- The drawing explorer

Size and position

- Resizing shapes manually
- Resizing shapes precisely
- Changing shape proportions
- Using snap and glue
- Positioning a shape precisely
- Rotating shapes precisely
- Free rotating
- Flipping shapes
- Changing the order of shapes

Formatting shapes

- Formatting with the menu
- Formatting with the toolbars
- Using the format painter
- Adding shadows to shapes
- Protecting shapes

Working with pages

- Naming pages
- Inserting pages
- Navigating through pages
- Changing page order
- Page orientation
- Rotating pages
- Setting a background
- Centering content on a page
- Deleting pages

Styles

- Styles explained
- Redefining existing styles
- Modifying the connector style
- Defining a new style
- Applying a style
- Basing one style on another style
- Partial styles
- Deleting styles

Printing

- Using print preview
- Creating headers and footers
- Print setup options
- Printing options
- Changing page size

Organisation charts

- Adding single shapes
- Adding multiple shapes
- Adding text to shapes
- Adding a title
- Converting a shape
- Changing the layout of shapes
- Changing the spacing of shapes
- Creating a team
- Changing the order of shapes

Organisation chart techniques

- Applying an org chart theme
- Locating a person
- Adding custom properties data
- Creating custom properties
- Creating a custom shape and stencil
- Master shape custom properties

Organisation chart data

- Exporting data
- Creating charts from spreadsheets
- Comparing versions
- Creating synchronised copies
- Synchronising relationships

How do I book?



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Email us at admin@alphatraining.com



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