

Microsoft Visio 2010 – Comprehensive

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	Create, manage and present Organisation charts, Flow charts, Scheduling Diagrams and more using Visio 2010.
Ideal Participant:	This course is ideally suited to someone who has limited or no experience with Visio 2010 and needs to create professional quality business diagrams. Good mouse skills and familiarity with the Windows operating system are desirable perquisites.
Course Duration:	2 Days

Topics

- **Getting To Know Microsoft Visio**
 - starting Visio, creating a new drawing from a template, the Visio screen, how Microsoft Visio 2010 works, using the ribbon, using the backstage view, using the quick access toolbar, understanding the status bar, customising the status bar, saving a new drawing, exiting safely from Visio
- **Working with Stencils**
 - the shapes window, quick shapes, creating a custom stencil, opening a stencil, editing a stencil, closing a stencil
- **Working with Shapes**
 - placing shapes from a stencil, selecting shapes, resizing shapes, moving shapes, duplicating shapes, rotating and flipping shapes, ordering shapes, merging shapes to create new shapes, grouping and ungrouping shapes, aligning shapes, distributing shapes, using snap and glue, using the dynamic grid
- **Formatting Shapes**
 - filling shapes, formatting lines, applying shadows, using the format painter, protecting shapes, working with connectors, connecting shapes, automatically adding connected shapes, connecting existing shapes, inserting and deleting shapes, adding text to connectors, changing connectors, working with connection points, formatting connectors
- **Containers**
 - adding containers, adding shapes to a container, formatting containers, deleting containers
- **Working with Text**
 - adding text to shapes, formatting text, creating text blocks, aligning text, creating bulleted lists, creating tables, spell checking text

- **Working with Pages**
 - inserting pages, naming pages, changing page order, rotating pages, deleting pages, applying a background style, adding headers and footers, inserting a logo, assigning a background page to other pages, page size and orientation
- **Page Tools**
 - understanding page tools, zooming, using the pan & zoom window, displaying grids and rulers, changing grids and rulers, setting guides and guide points, using guides and guide points, working with rulers, changing the scale
- **Editing Pages**
 - copying, cutting and pasting shapes, copying a drawing page, using find and replace, using undo and redo
- **Themes**
 - understanding themes, applying a theme, creating custom theme colours, creating custom theme effects, copying a custom theme to another drawing, deleting custom themes
- **Outputting Drawings**
 - using print preview, print setup and page size options, fitting a drawing to printer pages, printing a drawing, emailing drawings
- **Organisation Charts**
 - creating a simple organisation chart, adding multiple shapes, converting a shape, changing the layout of shapes, changing the spacing of shapes, creating a team, changing the order of shapes, adding a title, adding shape data, creating shape data fields, creating master shape data fields
- **Organisation Chart Data**
 - exporting data, creating charts from spreadsheets, comparing versions, creating synchronised copies, synchronising relationships
- **Calendars**
 - creating a calendar, adding text to a calendar, adding art to a calendar, adding a multi-day event to a calendar, adding a thumbnail month, changing the calendar theme
- **Gantt Charts**
 - understanding Gantt charts, Gantt chart options, creating a Gantt chart, completing task details, creating subtasks, linking and unlinking tasks, adding and deleting tasks, adding and hiding columns, formatting task bars, navigating a Gantt chart, exporting from a Gantt chart, importing data into a Gantt chart, printing Gantt charts
- **Cross Functional Flowcharts**
 - understanding cross functional flowcharts, creating a cross functional flowchart, adding swimlanes, adding swimlane labels, adding phases, adding shapes, adjusting swimlanes and phases, formatting cross functional charts

* For course customisation options please contact SLM Images

* Please note this is a comprehensive 2 day course (recommended) but can easily be customised down to a 1 day version