



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Visio® 2010: Level 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Attendees will learn how to design and manage basic diagrams, workflow, and flowcharts.

Target Audience

This course is intended for:

- Persons who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites

To attend this course, candidates must have:

- Basic typing skills,
- Experience using personal computers,
- Experience working in the Windows® environment and be able to use the operating system to manage information on their computers.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Become familiar with the Visio interface and create a basic Visio document.
- Create a route map by using Visio features to work with shapes and text.
- Modify, format, and arrange shapes to enhance a basic diagram.
- Create process diagrams.
- Represent an organization hierarchy as a Visio diagram.



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Course Topics

Module 1: Getting Started with Visio 2010

- Explore the Visio Interface
- Customize the Visio Interface
- Create a New Diagram

Module 2: Creating a Route Map

- Add Shapes to a Diagram
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Module 3: Modifying Diagram Shapes

- Manage Shapes
- Format Shapes

Module 4: Creating Process Diagrams

- Create a Flowchart
- Apply Page Styles
- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

Module 5: Representing an Organization Hierarchy

- Create an Organization Chart
- Modify an Organization Chart

ACTIVITIES INCLUDED