

Prerequisites required for taking this course

- Microsoft Windows Fundamentals; or equivalent experience

Performance-based Objectives for Visio 2010 Level 1

- 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.

Outline

Lesson 1: Getting Started with Visio 2010

Topic 1A: Explore the Visio Interface

Topic 1B: Customize the Visio Interface

Topic 1C: Create a New Diagram

Lesson 2: Creating a Route Map

Topic 2A: Add Shapes to a Diagram

Topic 2B: Manipulate Shapes

Topic 2C: Add Text

Topic 2D: Format Text

Topic 2E: Change the Stacking Order

Lesson 3: Modifying Diagram Shapes

Topic 3A: Manage Shapes

Topic 3B: Format Shapes

Lesson 4: Creating Process Diagrams

Topic 4A: Create a Flowchart

Topic 4B: Apply Page Styles **Topic 4C:**

Create a Cross-Functional Flowchart

Topic 4D: Create a Workflow Diagram

Lesson 5: Representing an Organization Hierarchy

Topic 5A: Create an Organization Chart

Topic 5B: Modify an Organization Chart

And so much more.....