



Visio 2010 Introduction

This instructor led course teaches the basic functions and features of Visio 2010. Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties.

Getting Started

- The Visio 2010 interface
- Introducing the Ribbon
- Customizing the Ribbon
- Introducing the Backstage View
- New and Improved Templates
- Introducing the Status Bar
- Working with the Shapes Window

Basic diagrams

- Planning a diagram
- Creating a basic diagram

Working with Stencils

- The Shapes Window
- Quick Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Duplicating Shapes
- Rotating And Flipping Shapes
- Grouping And Ungrouping Shapes
- Aligning Shapes
- Distributing Shapes

Formatting

- Working with text
- Formatting text
- Formatting shapes and lines
- Adding Text To Shapes
- Creating Text Blocks
- Aligning Text
- Creating Bulleted Lists
- Spell Checking Text

Working with pages

- File and print properties
- Naming Pages
- Changing Page Order
- Deleting Pages
- Inserting a Logo