

## MICROSOFT VISIO 2010 INTRODUCTION TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Microsoft Visio 2010 Introduction Training course is designed to provide you with a solid foundation to use the basic functions of Microsoft's Visio 2010 in creating a wide range of professional diagrams, vector graphics, charts and more.

This Visio 2010 Introduction training course teaches you how to: use the software's interface, use Visio Help, create master shapes, Print Preview and guides to precisely align and glue shapes, draw objects and change their sizes, create an organizational chart, insert hyperlinks, headers and footers, create network, rack and brainstorming diagrams, set file properties and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT VISIO 2010 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This Visio 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, teaches the basic functions and features of Visio Professional 2010.

Participants 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.

Finally, participants will create network and brainstorming diagrams, set shape properties, and create reports.

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### OUTCOMES

**By the end of this training course, participants will:**

- ▶ Identify & use interface components
- ▶ Use Visio Help
- ▶ Navigate a Visio drawing
- ▶ Change View settings
- ▶ Modify stencils
- ▶ Select, scale and resize objects
- ▶ Draw objects and change their size
- ▶ Work with compound lines
- ▶ Plan a flowchart
- ▶ Use master shapes
- ▶ Connect shapes in a diagram
- ▶ Work with text
- ▶ Create an organizational chart
- ▶ Format shapes and lines
- ▶ Apply style themes and effects
- ▶ Set file properties
- ▶ Create and apply background pages
- ▶ Create hyperlinks
- ▶ Use Print Preview
- ▶ Create print headers and footers
- ▶ Print a diagram
- ▶ Create network diagrams
- ▶ Create rack diagrams
- ▶ Create brainstorming diagrams
- ▶ Import and export XML data
- ▶ Use guides to precisely align and glue shapes
- ▶ Create new connection points
- ▶ Set properties for shapes
- ▶ Create custom properties
- ▶ Create and modify reports

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## MODULES

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)