

# AVP Training

## Computer Software Training & Consulting

### Visio 2010 Introduction (Level 1)

#### General Description

Acquire the skills necessary to create and manage a wide range of drawings and diagrams such as office floor plans and flowcharts using pre-drawn shapes, multiple page management tools and formatting options including themes and styles

#### Learning Outcomes

- Navigate the Visio interface including the ribbon, backstage view and quick access toolbar
- Use the shapes window, manage quick shapes and create a custom stencil
- Place, move, duplicate, group and align shapes
- Fill shapes, format lines, apply shadows and use the format painter
- Connect shapes automatically, connect existing shapes and modify connectors
- Add containers, add shapes to a container, format containers and delete containers
- Add text to shapes, format text and create tables
- Create a multiple page drawing, apply a background style, insert a logo and assign a background page
- Utilise page tools such as zooming, the pan and zoom window, grids and guides and drawing scales
- Copy, cut and paste shapes, copy a drawing page and use find and replace
- Apply themes, create custom theme colours and effects and delete custom themes
- Prepare drawings for printing using print setup, page size options and print preview
- Develop simple organisation charts, change the layout of shapes and work with shape data
- Export organisation chart data and create charts from spreadsheet data
- Create a calendar with text, art and a variety of calendar themes
- Produce, format, navigate and print Gantt charts
- Generate and format cross functional flowcharts with added swimlanes, phases and shapes

#### Duration

One day (Half day customised (selected topics) option available)

#### Prerequisite

Basic understanding of Windows

<b>Course Topics</b>  Visio 2010 Introduction (Level 1)	Visio 2010 interface
	Stencils
	Shapes
	Formatting Shapes
	Connectors
	Containers
	Text
	Pages
	Page Tools
	Editing Pages
	Themes
	Outputting Drawings
	Organisation Charts
	Organisation Chart Data
	Calendars
	Gantt Charts
Cross Functional Flowcharts	

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