



Microsoft Visio 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1038

ISBN: 978-1-925121-68-1

❖ General Description

The skills and knowledge acquired in **Microsoft Visio 2010 Module 1** are sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features of Visio.

❖ Learning Outcomes

At the completion of **Microsoft Visio 2010 Module 1** you should be able to:

- work with the basic features of **Visio**
- open, create and work with stencils
- work with shapes
- format shapes
- join shapes using connectors
- create and modify containers
- work with text
- work with multiple-paged drawings
- work with page tools
- perform basic editing functions
- apply, modify and work with themes
- print and email drawings
- create simple organisational charts
- work with organisation chart data
- create and modify calendars
- create and work with **Gantt** charts
- create and work with cross functional flowcharts

❖ Target Audience

Microsoft Visio 2010 Module 1 is designed for users who are keen to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans, organisation charts, and the like.

❖ Prerequisites

Microsoft Visio 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

178 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 12 – 14 hours

❖ Student Files

Many of the topics in **Microsoft Visio 2010 Module 1** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1038**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, April 18, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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- ✓ Creating A New Drawing From A Template
- ✓ The Visio Screen
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- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
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➤ Working With Stencils

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- ✓ Changing Connectors
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- ✓ Formatting Connectors

➤ Containers

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- ✓ Formatting Containers
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➤ Working With Text

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- ✓ Aligning Text
- ✓ Creating Bulleted Lists
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- ✓ Zooming
- ✓ Using The Pan & Zoom Window
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- ✓ Creating A Simple Organisation Chart
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- ✓ Changing The Spacing Of Shapes
- ✓ Creating A Team
- ✓ Changing The Order Of Shapes
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- ✓ Adding Shape Data
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- ✓ Creating A Custom Shape And Stencil
- ✓ Creating Master Shape Data Fields

➤ Organisation Chart Data

- ✓ Exporting Data
- ✓ Creating Charts From Spreadsheets
- ✓ Comparing Versions
- ✓ Creating Synchronised Copies
- ✓ Synchronising Relationships

➤ Calendars

- ✓ Creating A Calendar
- ✓ Adding Text To A Calendar
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➤ Gantt Charts

- ✓ Understanding Gantt Charts
- ✓ Gantt Chart Options
- ✓ Creating A Gantt Chart
- ✓ Completing Task Details
- ✓ Creating Subtasks
- ✓ Linking And Unlinking Tasks
- ✓ Adding And Deleting Tasks





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- ✓ Adding And Hiding Columns
- ✓ Formatting Task Bars
- ✓ Navigating A Gantt Chart
- ✓ Exporting From A Gantt Chart
- ✓ Importing Data Into A Gantt Chart
- ✓ Printing Gantt Charts

➤ **Cross Functional Flowcharts**

- ✓ Understanding Cross Functional Flowcharts
- ✓ Creating A Cross Functional Flowchart
- ✓ Adding Swimlanes
- ✓ Adding Swimlane Labels
- ✓ Adding Phases
- ✓ Adding Shapes
- ✓ Adjusting Swimlanes And Phases
- ✓ Formatting Cross Functional Charts

➤ **Concluding Remarks**



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