



INFOCUS COURSEWARE

Module Series

Microsoft Visio 2010

Module 1 (with Challenge Exercises)



Order Code: INF1039 ISBN: 978-1-925121-69-8

❖ General Description

The skills and knowledge acquired in **Microsoft Visio 2010 Module 1 (with Challenge Exercises)** are sufficient to be able to create real-world drawings, using shapes, stencil connectors, pages, 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 (with Challenge Exercises) is designed for users who are keen to create a range of diagrams and drawings such as flowcharts, office floor plans and charts.

❖ Prerequisites

Microsoft Visio 2010 Module 1 (with Challenge Exercises) 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

210 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Visio 2010 Module 1 (with Challenge Exercises)** 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 **INF1039**.

❖ 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 Friday, March 09, 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
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- ✓ Using Ribbon KeyTips
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- ✓ Accessing The Backstage View
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- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
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- ✓ Synchronising Relationships
- ✓ Practice Exercise

➤ Calendars

- ✓ Creating A Calendar
- ✓ Adding Text To A Calendar
- ✓ Adding Art To A Calendar



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- ✓ Adding A Multi-day Event To A Calendar
- ✓ Adding A Thumbnail Month
- ✓ Changing The Calendar Theme
- ✓ Practice Exercise

➤ Gantt Charts

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- ✓ Exporting From A Gantt Chart
- ✓ Importing Data Into A Gantt Chart
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- ✓ Practice Exercise

➤ Cross Functional Flowcharts

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- ✓ Formatting Cross Functional Charts
- ✓ Practice Exercise

➤ Concluding Remarks



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