

Course Name: Visio 2010

Area of Study	Classroom Hours:	Tuition per Student
Project Management Software	7	\$325

Description:

Learn how to create professional-looking business and technical diagrams with Visio 2010.

- Build a variety of charts and diagrams with Visio templates
- Draw organization charts, floor plans, flowcharts, and more
- Apply color, text, and themes to your Visio diagrams
- Use Visio shapes to link to, store, and visualize data
- Collaborate on diagrams with Microsoft SharePoint® 2010
- Create custom diagrams with your own shapes and templates

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

- A Visual Orientation to a Visual Product
- Creating a New Diagram
- Adding Sophistication to Your Drawings
- Drawing the Real World: Flowcharts and Organization Charts
- Adding Style, Color, and Themes
- Entering, Linking to, and Reporting on Data
- Adding and Using Hyperlinks
- Sharing and Publishing Diagrams

Course Focus

This course is ideal for people who are new to Visio 2010, or who have experience with older versions of Visio (2003 or earlier). Visio 2010 Training covers the new Visio 2010 interface with a number of time-saving tools designed to save time and make users more productive. In this course, you will be introduced to Visio 2010, new & improved features will be highlighted, and learn how to use the new interface along with shapes & templates. You will also learn how to create basic flowcharts, process diagrams, as well as how to work with data sources.

Upon successful completion of this course, students will be able to:

- Create flowchart diagrams that represent a process (or multiple processes) as well as the flow of information within that process
- Add, align, distribute, and connect shapes within a diagram
- Represent the flow of information among multiple groups in an organization using process diagrams
- Provide context by adding text to your shapes and connectors
- Link multiple drawing pages together to represent a larger process that spans many pages
- Connect data to shapes, including data from external sources, such as an excel spreadsheet
- Use different shape templates than those provided by default

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