



## Microsoft Visio 2010 / 2007 Course Overview

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#### Course Duration:

14 Hours / 2 Days

#### 1 Using Microsoft Visio 2010

- Exploring the Backstage View
- Using the Visio Ribbon
- Resizing the Ribbon
- Minimizing the Ribbon
- Dynamic Ribbon Elements
- Understanding Contextual Tabs
- Understanding Add-in Tabs
- Understanding Shapes, Masters, Stencils, and Templates
- Exploring the Drawing Window
- Managing the Shapes Window
- Panning and Zooming in Visio
- Resizing and Repositioning Shapes

#### 2 Working with Drawings

- Using Basic Shapes and the Dynamic Grid
- Selecting Shapes
- Copying and Pasting Shapes
- Connecting Shapes with Lines
- Connecting Shapes with Dynamic Connectors
- Identifying 1-D Shapes and Types of Glue
- Positioning Shapes with Rulers and Guides
- Using AutoConnect and Quick Shapes

- Using AutoAdd and AutoDelete
- Starting a New Diagram from a Sample Diagram

#### 3 Choosing a Drawing Type

- Working with Templates
- Working with Block Diagram Templates
- Working with Building Plan Templates
- Working with Flowchart Templates
- Working with Form and Chart Templates
- Working with Map Templates
- Working with Network Templates
- Working with Organization Chart Templates
- Working with Project Schedule Templates

#### 4 Formatting a Drawing

- Adding Text to Shapes
- Creating and Formatting Text Boxes
- Orienting Shapes on the Page
- Orienting Shape Text
- Positioning Shape Text
- Adding ScreenTips and Comments
- Using Shape Data
- Inserting Fields: The Basics
- Grouping Shapes
- Inserting Pictures
- Understanding Layers
- Managing Pages and Page Setup
- Working with Background Pages and Borders

#### 5 Sharing Drawings

- Previewing and Printing Visio Diagrams

- Removing Personal Information
- Creating Graphics
- Saving in Other File Formats
- Creating Visio Templates
- Sharing Diagrams by Using the Visio Viewer
- Publishing Visio Diagrams to the Web