**Microsoft® Visio® 2010: Level 1**

**Course Specifications**

**Course number:** 084598 **Course length:** 1.0 day(s)

**Course Description**

**Course Objective:** You will design and manage basic diagrams, workflow, and flowcharts.  
 **Target Student:** This course is designed for persons who have an understanding of the basic workflow and the concept of end-to-end flowcharting.  
 **Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and mange files and folders.

**Hardware Requirements**

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

* 1 GHz Pentium-class processor or faster.
* Minimum 256 MB of RAM 512 MB of RAM is recommended.
* 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
* CD-ROM drive.
* Keyboard and mouse or other pointing device.
* 1024 x 768 resolution monitor is recommended.
* Network cards and cabling for local network access.
* Internet access (contact your local network administrator).
* Printer (optional) or an installed printer driver.
* Projection system to display the instructor’s computer screen.

**Software Requirements**

Each computer requires the following software:

* Microsoft® Visio® 2010 Premium Edition
* Microsoft® Windows® XP Professional with Service Pack 3

**Course Objectives**

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

* become familiar with the Visio interface and create a basic Visio document.
* create a route map by using Visio features to work with shapes and text.
* modify, format, and arrange shapes to enhance a basic diagram.
* create process diagrams.
* represent an organization hierarchy as a Visio diagram.

**Course Content**

**Lesson 1: Getting Started with Visio 2010**

**Topic 1A:** Explore the Visio Interface

**Topic 1B:** Customize the Visio Interface

**Topic 1C:** Create a New Diagram

**Lesson 2: Creating a Route Map**

**Topic 2A:** Add Shapes to a Diagram

**Topic 2B:** Manipulate Shapes

**Topic 2C:** Add Text

**Topic 2D:** Format Text

**Topic 2E:** Change the Stacking Order

**Lesson 3: Modifying Diagram Shapes**

**Topic 3A:** Manage Shapes

**Topic 3B:** Format Shapes

**Lesson 4: Creating Process Diagrams**

**Topic 4A:** Create a Flowchart

**Topic 4B:** Apply Page Styles

**Topic 4C:** Create a Cross-Functional Flowchart

**Topic 4D:** Create a Workflow Diagram

**Lesson 5: Representing an Organization Hierarchy**

**Topic 5A:** Create an Organization Chart

**Topic 5B:** Modify an Organization Chart