



Visio 2010 Essentials Training Course

Visio 2010 Advanced Training Course Foreword

Visio is a drawing application that uses different shapes and stencils to help you draw different types of diagrams. You can use Visio to create simple flowcharts, complicated engineering plans, or even floor plans.

This Visio training course will get you up and creating fast!

Course length

1-day

Learning Outcomes

At the end of this course, participants will be able to:

- Open and close Visio
- Understand the Visio 2010 interface
- Use the backstage view to create a new blank drawing or a drawing from a template
- Use the backstage view to open files and use the recent list
- Save files
- Switch between files
- Setup screen elements, guides, and ruler and grid settings
- Find and place shapes on a drawing
- Add text to a shape
- Resize, move, delete, and duplicate shapes
- Use the Tools group
- Use cut, copy, and paste
- Undo and redo tasks
- Find and replace text and check spelling
- Format shapes with different outlines, fills, shadows, line types, and corners
- Format fonts and paragraphs with a variety of features, including using preset styles
- Use bullets
- Rotate text blocks
- Use themes
- Select multiple objects
- Centre the drawing
- Change the layout
- Validate the drawing
- Add a legend
- Share the drawing by printing, e-mailing, or saving it as a picture



Visio 2010 Essentials Training Course Outline

<p>Visio 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Visio 2010 Training Course - Lesson 2 Opening and Closing Visio</p> <ul style="list-style-type: none">• Opening Visio• Understanding the Interface• Using Backstage View• Creating a Blank Drawing• Closing Visio
<p>Visio 2010 Training Course - Lesson 3 Working with Files</p> <ul style="list-style-type: none">• Saving Files• Opening Files• Closing Files• Switching Between Files	<p>Visio 2010 Training Course - Lesson 4 Setting Up Your Screen</p> <ul style="list-style-type: none">• Showing and Hiding Screen Elements• Adding a Guide• Moving or Deleting a Guide• Changing Ruler and Grid Settings
<p>Visio 2010 Training Course - Lesson 5 Your First Drawing</p> <ul style="list-style-type: none">• Finding the Required Shape• Placing the Shape in the Drawing• Adding Text to a Shape• Resizing, Moving, and Deleting Shapes• Using the Tools Group	<p>Visio 2010 Training Course - Lesson 6 Basic Editing Tasks</p> <ul style="list-style-type: none">• Using Cut, Copy, and Paste• Duplicating Shapes• Using Undo and Redo• Finding and Replacing Text• Checking Your Spelling

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Visio 2010 Training Course - Lesson 7 **Formatting Shapes**

- Changing the Outline
- Changing the Fill
- Adding Shadows
- Changing Line Types and Ends
- Modifying Corners

Visio 2010 Training Course - Lesson 8 **Formatting Text**

- Changing Font Face and Size
- Changing the Font Color
- Adding Effects
- Using the Format Text Dialog

Visio 2010 Training Course - Lesson 9 **Formatting Blocks of Text**

- Setting the Alignment
- Changing the Indent
- Changing Paragraph Spacing
- Adding Bullets
- Rotating Text

Visio 2010 Training Course - Lesson 10 **Formatting Your Drawing**

- Selecting Multiple Objects
- Using the Format Painter
- Applying a Theme
- Using Backgrounds
- Using Borders and Titles
- Changing Your Layout

Visio 2010 Training Course - Lesson 11 **Adding the Finishing Touches!**

- Validating Your Drawing
- Using the Page Setup Group
- Saving Your Drawing as a Picture
- Printing Your Drawing
- E-mailing Your Drawing
- Basic Contact Views
- Emailing Database Objects

Visio 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

Visio 2010 Essentials is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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