

# Visio 2010 Level 1

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1-day course  
Course Code: F101

Who should attend? This course is intended for new users of Visio 2010.

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Prerequisites Windows XP, or Windows 7

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Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Create, open, close, and save drawing files, and work with stencils and drawing pages.
- Use the drawing features in Visio, including the drawing tools, master shapes, and formatting tools.
- Use the text editing and formatting tools available in Visio 2010.
- Use shape connectors, and become familiar with methods of connecting shapes, glue types, and connecting organization charts.
- Add headers and footers to a drawing, create and apply background pages, and preview drawing files.
- Use the Find Shape command to locate shapes on stencils, and use the Spelling dialog box to check for and correct spelling errors.

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Course Content

Getting Started with Visio 2007  
Understanding Visio Concepts; Getting Started; Identifying Screen Elements; Creating Drawing Files; Opening and Closing Drawing Files; Working with Stencils; Working with Drawing Pages; Viewing Drawings

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Creating Drawings  
Understanding Drawings; Drawing Shapes; Editing Shapes; Formatting Shapes; Arranging Shapes; Using Advanced Drawing Tools; Using Themes

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Working with Text  
Understanding Text Basics; Working with Text and Shapes; Editing Text; Formatting Text

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Connectors and Glue  
Using Connectors and Glue; Choosing the Type of Connectors; Choosing the Method of Connecting Shapes; Using Glue; Connecting Organization Chart Shapes

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Previewing and Printing  
Setting up Pages; Setting up Headers and Footers; Defining Background Pages; Printing and Previewing

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Visio Tools  
Searching for Shapes; Checking Spelling

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