DURATION: 1 Day
CODE: SOL\VI\FS10

COURSE OBJECTIVE

By the end of this course, participants are able to:

- Introduce users to MS Visio 2010.
- Understand Excel environment and workspace.
- Create and work with workbooks and worksheets.
- Understand various types of data and how to enter them.
- Format data and worksheets.
- Edit spreadsheets.
- Create and edit formulas.
- Use some of Excel statistical functions.
- Use named cells and ranges in formulas.
- Set up and print worksheets

WHO SHOULD ATTEND

- New or intending users of MS Visio 2010 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course.

Microsoft Visio 2010

INTRODUCTION

Visio is a program that allows you to create business and technical diagrams to document and organize complex ideas, processes, and systems. You will learn to create diagrams easily by dragging predefined "Smart Shapes" symbol. This course focuses on creating Organizational Charts and Flow Chart diagrams, using the Visio Templates and Stencils to create drawings, and how to develop your own templates and stencil shapes.

COURSE OUTLINE

Introduction Visio 2010

- Creating and Enhancing Diagrams More Easily Visio 2010
- Adding Structure to Visio Diagrams
- Managing Business Processes
- Validating Diagrams

A Visual Orientation to a Visual Product

- Getting Started with Visio 2010
- Exploring the Backstage View
- Using the Visio Ribbon
- Resizing the Ribbon
- Minimizing the Ribbon
- Understanding Contextual Tabs
- Understanding Shapes, Masters, Stencils, and Templates
- Exploring the Drawing Window
- Managing the Shapes Window
- Panning and Zooming in Visio
- Resizing and Repositioning Shapes

Creating a New Diagram

- 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

Adding Sophistication to Your Drawings

- 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
- Grouping Shapes
- Inserting Pictures
- Understanding Layers
- Managing Pages and Page Setup
- Working with Background Pages and Borders

Drawing the Real World: Flowcharts and Organization Charts

- Selecting a Flowchart Type
- Creating Flowcharts
- Adding Labels to Flowcharts

- Creating Swimlane Diagrams
- Building an Organization Chart by Hand
- Using the Organization Chart Wizard with Existing Data

Adding Style, Color, and Themes

- Aligning and Spacing Shapes
- Using the Auto Align & Space Feature
- Applying Color and Fill Patterns
- Applying Line Styles and Colors
- Using the Format Painter
- Turning Off the Grid
- Applying Themes to Your Diagrams: Part 1
- Applying Themes to Your Diagrams: Part 2
- Customizing Themes

Entering, Linking to, and Reporting on Data

- Viewing Shape Data
- Editing Shape Data
- Viewing Shape Data Attributes
- Changing Shape Data Attributes
- Linking Diagrams to External Data
- Refreshing All Data in Linked Diagrams
- Refreshing Selected Data in Linked Diagrams
- Linking Data to Shapes Automatically
- Running a Predefined Report
- Creating a New Report
- Modifying an Existing Report

Adding and Using Hyperlinks

- Using Hyperlinks
- Linking to a Website
- Linking to a Document
- Linking to a Specific Location in a Document
- Linking to Another Visio Page
- Editing Existing Hyperlinks

Sharing Diagrams

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

Drawing the Real World: Network and Data Center Diagrams

- Building Basic Network Diagrams
- Building Detailed Network Diagrams
- Organizing Network Shapes in a Diagram
- Creating Rack Diagrams
- Adding Equipment to Rack Diagrams
- Changing the Drawing Scale
- Running Computer and Network Reports
- Searching and Replacing Text

Visualizing Your Data

- Using Existing Data Graphics
- Editing Data Graphics
- Creating New Data Graphics
- Creating Data Graphic Legends

Adding Structure to Your Diagrams

- Comparing Containers and Groups
- Working with Containers and Their Contents
- Formatting Containers
- Formatting and Sizing Lists
- Finding Containers and Lists in Visio
- Annotating Shapes with Callouts

Creating and Validating Process Diagrams

- Validating Flowcharts
- Creating and Validating BPMN Diagrams
- Creating Subprocesses

Microsoft Partner
Gold Software Asset Management
Gold Volume Licensing
Gold Midmarket Solution Provider

Microsoft Partner
Silver Learning
Silver Desktop
Silver Data Platform
Silver Portals and Collaboration

Autodesk
Authorised Training Center

CERTIPORT

PROMETRIC
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