

# Visio 2010 Basic

## Description:

This ILT Series course teaches the basic functions and features of Visio Professional 2010. Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports

## Table Of Contents:

### Unit 1: Getting started

Topic A: The Visio 2010 interface

Topic B: Windows, stencils, and objects

### Unit 2: Drawing tools

Topic A: Basic shapes and lines

Topic B: Compound lines

Topic C: Editing objects

### Unit 3: Basic diagrams

Topic A: Planning a diagram

Topic B: Creating a basic diagram

Topic C: Working with text

Topic D: Organization charts

### Unit 4: Formatting drawings

Topic A: Formatting text

Topic B: Formatting shapes and lines

### Unit 5: Working with pages

Topic A: File and print properties

Topic B: Working with background pages

Topic C: Working with links

### Unit 6: Network and brainstorming diagrams

Topic A: Network diagrams

Topic B: Rack diagrams

Topic C: Brainstorming diagrams

### Unit 7: Customization and reporting

Topic A: Layout and connection techniques

Topic B: Shape properties

Topic C: Reporting