Microsoft Visio 2010 - Level 1 (F101)

In this clinic with hands-on labs, you will gain fundamental knowledge and skills of the features and functionality of Microsoft Visio 2010.

What You'll Learn

- Create, open, close, and save drawing files, and work with stencils and drawing pages
- Drawing features, including the drawing tools, master shapes, and formatting tools
- Text editing and formatting tools
- Shape connectors and 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
- Find Shape command to locate shapes on stencils
- Spelling dialog box to check for and correct spelling errors

Who Needs to Attend

New Microsoft Visio 2010 users

Prerequisites

Users of Windows XP, Windows Vista, or Windows 7

Follow-On Courses

- Microsoft Visio 2010 - Level 2 (F102)

Course Outline

1. Getting Started with Visio 2010

- Visio Concepts
- Window Components
- Creating Drawings
- Opening and Closing Drawing Files
- Working with Stencils and Shapes
- Working with Drawing Pages
- Viewing Drawings

2. Creating Drawings

- Understanding Drawings
- Drawing Shapes
- Editing Shapes
- Formatting Shapes
- Arranging Shapes
- Using Advanced Drawing Tools
- Using Themes

3. Working with Text

- Text Basics
- Working with Text and Shapes
- Editing Text
- Formatting Text

4. Connectors and Glue

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

5. Previewing and Printing

- Setting Up Pages
- Setting Up Headers and Footers
- Defining Background Pages
- Printing and Previewing

6. Visio Tools

- Searching for Shapes
- Checking Spelling

Microsoft Partner
Gold Learning

Classroom Live

Course Code: 8246

$390 CAD
1 Day Course
Microsoft Course: F101

Other Delivery Methods

Private Group Training

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Classroom Dates and Locations			
Oct 16 - 16, 2015	Ottawa, ON	Feb 4 - 4, 2016	Ottawa, ON
Nov 13 - 13, 2015	Kitchener, ON	Feb 8 - 8, 2016	Halifax, NS
Nov 20 - 20, 2015	Victoria, BC	Mar 7 - 7, 2016	Toronto, ON
Dec 10 - 10, 2015	Vancouver, BC	Mar 23 - 23, 2016	Winnipeg, MB
Dec 21 - 21, 2015	Mississauga, ON		
Jan 4 - 4, 2016	Toronto, ON		

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