



Global Knowledge.

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



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

Mar 20 - 20, 2015 Toronto, ON	May 28 - 28, 2015 Winnipeg, MB
Mar 25 - 25, 2015 Halifax, NS	Jun 11 - 11, 2015 Vancouver, BC
Mar 26 - 26, 2015 Ottawa, ON	Jun 18 - 18, 2015 Toronto, ON
Apr 16 - 16, 2015 Calgary, AB	Jun 22 - 22, 2015 Mississauga, ON
Apr 30 - 30, 2015 Kitchener, ON	
May 15 - 15, 2015 Victoria, BC	

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