



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

Address: 103 Pasteur, Dist.1, HCMC

Tel: 08 38245819; 38239761

Email: traincert@tdt-tanduc.com

Website: www.tdt-tanduc.com; www.tanducits.com

Let's Reach For Excellence!

Microsoft Visio 2010: Basic Skills

Duration: 01 day

This 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

COURSE OUTLINE

Lessons	Concepts – Activities
1. Getting started	• The Visio 2010 interface • Windows, stencils, and objects
2. Drawing tools	• Basic shapes and lines • Compound lines • Editing objects
3. Basic diagrams	• Planning a diagram • Creating a basic diagram • Working with text • Organization charts
4. Formatting drawings	• Formatting text • Formatting shapes and lines
5. Working with pages	• File and print properties • Working with background pages • Working with links
6. Network and brainstorming diagrams	• Network diagrams • Rack diagrams • Brainstorming diagrams
7. Customization and reporting	• Layout and connection techniques • Shape properties • Reporting