



## **Microsoft Visio 2010: Introduction**

**Overview:** Students will learn how to design and manage basic diagrams, workflow, and flowcharts.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Getting Started with Visio 2010**

Explore the Visio Interface  
Customize the Visio Interface  
Create a New Diagram

#### **Lesson 2: Creating a Route Map**

Add Shapes to a Diagram  
Manipulate Shapes  
Add Text  
Format Text  
Change the Stacking Order

#### **Lesson 3: Modifying Diagram Shapes**

Manage Shapes  
Format Shapes

#### **Lesson 4: Creating Process Diagrams**

Create a Flowchart  
Apply Page Styles  
Create a Cross-Functional Flowchart  
Create a Workflow Diagram

#### **Lesson 5: Representing an Organization Hierarchy**

Create an Organization Chart  
Modify an Organization Chart