



**Microsoft® Office Visio® 2010: Level 1**

**Course Specifications**

Class Cost: 385.00  
Training Manual: included  
Course number: 084598  
Software: Microsoft® Office Visio® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

You will design and manage basic diagrams, workflow, and flowcharts. This course is designed for persons who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

**Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- become familiar with the Visio interface and create a basic Visio document.
- create a route map by using Visio features to work with shapes and text.
- modify, format, and arrange shapes to enhance a basic diagram.
- create process diagrams.
- represent an organization hierarchy as a Visio diagram.

**Course Content**

**Level One**

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

Topic 1A: Explore the Visio Interface  
Topic 1B: Customize the Visio Interface  
Topic 1C: Create a New Diagram

**Lesson 2: Creating a Route Map**

Topic 2A: Add Shapes to a Diagram  
Topic 2B: Manipulate Shapes  
Topic 2C: Add Text  
Topic 2D: Format Text  
Topic 2E: Change the Stacking Order

**Lesson 3: Modifying Diagram Shapes**

Topic 3A: Manage Shapes  
Topic 3B: Format Shapes

**Lesson 4: Creating Process Diagrams**

Topic 4A: Create a Flowchart  
Topic 4B: Apply Page Styles  
Topic 4C: Create a Cross-Functional Flowchart  
Topic 4D: Create a Workflow Diagram

**Lesson 5: Representing an Organization Hierarchy**

Topic 5A: Create an Organization Chart  
Topic 5B: Modify an Organization Chart



**Microsoft® Office Visio® 2010: Level 2**

**Course Specifications**

Class Cost: 385.00  
Training Manual: included  
Course number: 084599  
Software: Microsoft® Office Visio® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

You will create custom elements and a custom template, represent external data as a drawing, and share your work with others. This course is designed for a person who has an understanding of the basic workflow and the concept of end-to-end flowcharting.

**Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- create a custom shape.
- design a custom stencil.
- design styles and templates.
- design a floor plan.
- represent external data in Visio.
- share your work.

**Course Content**

**Level Two**

**Lesson 1: Creating a Custom Shape**

Topic 1A: Draw Basic Shapes  
Topic 1B: Enhance Basic Shapes

**Lesson 2: Designing a Custom Stencil**

Topic 2A: Create a Custom Stencil  
Topic 2B: Customize a Stencil Master

**Lesson 3: Designing Styles and Templates**

Topic 3A: Define a New Style  
Topic 3B: Create a Template

**Lesson 4: Designing a Floor Plan**

Topic 4A: Create an Office Layout  
Topic 4B: Work with Layers

**Lesson 5: Representing External Data in Visio**

Topic 5A: Generate a PivotDiagram  
Topic 5B: Create an Organization Chart from External Data  
Topic 5C: Import Project Plan Data into Visio  
Topic 5D: Link to a Database  
Topic 5E: Import Excel Data

**Lesson 6: Sharing Your Drawings**

Topic 6A: Link a Visio Drawing to Other Applications  
Topic 6B: Convert a Visio Drawing to Other File Formats  
Topic 6C: Print a Visio Drawing