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**M J H COMPUTER TRAINING**

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# Microsoft® Visio® 2010: Level 1

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**Course length:** 1.0 day(s)

## Course Content

### 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