

## **Microsoft Visio 2010 - Level 1: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2010

### ■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system</b>	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Disk space</b>	3.5 gigabyte (GB)
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
<b>Display</b>	1024x768 or higher resolution

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, Access, and Visio.

The workstation should be configured to connect to the Internet to accommodate the exercise in Section **1.3 Identifying Window Components** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **F101en\_data.exe** for this course to install the class data to the **C:\F101en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>ABC Training</b>	<b>.vsd</b>	Section <b>1.7 Working with Drawing Pages</b> , in the exercise <b>Working with Drawing Pages</b>
<b>MH Sales</b>	<b>.vsd</b>	Section <b>1.8 Viewing Drawings</b> , in the exercise <b>Viewing Drawings</b>
<b>Class A</b>	<b>.vsd</b>	Section <b>2.2 Drawing Shapes</b> , in the exercise <b>Creating a Drawing</b>
<b>Drawing</b>	<b>.vsd</b>	Section <b>2.2 Drawing Shapes</b> , in the exercise <b>Creating a Drawing</b>
<b>MH Flow</b>	<b>.vsd</b>	Section <b>2.3 Editing Shapes</b> , in the exercise <b>Editing Shapes</b>
<b>MH Format</b>	<b>.vsd</b>	Section <b>2.4 Formatting Shapes</b> , in the exercise <b>Formatting Shapes</b>
<b>MH Logo</b>	<b>.vsd</b>	Section <b>2.5 Arranging Shapes</b> , in the exercise <b>Arranging Shapes</b>
<b>Class Layout</b>	<b>.vsd</b>	Section <b>2.6 Using Advanced Drawing Tools</b> , in the exercise <b>Working with Advanced Drawing Tools</b>
<b>MH Text</b>	<b>.vsd</b>	Section <b>3.2 Working with Text and Shapes</b> , in the exercise <b>Working with Text and Shapes</b>
<b>Corp Network</b>	<b>.vsd</b>	Chapter 3 <b>Review Exercise</b>
<b>Connect Net</b>	<b>.vsd</b>	Section <b>4.4 Using Glue</b> , in the exercise <b>Connecting Shapes in a Drawing</b>
<b>MH Connect</b>	<b>.vsd</b>	Section <b>4.4 Using Glue</b> , in the exercise <b>Connecting Shapes in a Drawing</b>
<b>Payroll Connect</b>	<b>.vsd</b>	Chapter 4 <b>Review Exercise</b>
<b>Payroll</b>	<b>.vsd</b>	Section <b>5.2 Setting Up Headers and Footers</b> , in the exercise <b>Creating a Header and Footer</b>
<b>ABC Background</b>	<b>.vsd</b>	Section <b>5.3 Defining Background Pages</b> , in the exercise <b>Creating a Background Page</b>
<b>Corp Preview</b>	<b>.vsd</b>	Chapter 5 <b>Review Exercise</b>
<b>Sales Network</b>	<b>.vsd</b>	Section <b>6.2 Checking Spelling</b> , in the exercise <b>Using Visio Tools</b>
<b>Corp Tools</b>	<b>.vsd</b>	Chapter 6 <b>Review Exercise</b>

The **C:\F101en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Getting Started with Visio 2010</b>	<b>90 min</b>
1.1 Understanding Visio Concepts	10 min
1.2 Getting Started	10 min
1.3 Identifying Window Components	10 min
1.4 Creating Drawings	10 min
1.5 Opening and Closing Drawing Files	10 min
1.6 Working with Stencils and Shapes	10 min
1.7 Working with Drawing Pages	15 min
1.8 Viewing Drawings	5 min
Review Exercise	10 min
<b>Creating Drawings</b>	<b>100 min</b>
2.1 Understanding Drawings	10 min
2.2 Drawing Shapes	15 min
2.3 Editing Shapes	10 min
2.4 Formatting Shapes	10 min
2.5 Arranging Shapes	15 min
2.6 Using Advanced Drawing Tools	15 min
2.7 Using Themes	15 min
Review Exercise	10 min
<b>Working with Text</b>	<b>35 min</b>
3.1 Understanding Text Basics	5 min
3.2 Working with Text and Shapes	10 min
3.3 Editing Text	5 min
3.4 Formatting Text	5 min
Review Exercise	10 min
<b>Connectors and Glue</b>	<b>90 min</b>
4.1 Using Connectors and Glue	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
4.2 Choosing the Type of Connectors	15 min
4.3 Choosing the Method of Connecting Shapes	15 min
4.4 Using Glue	15 min
4.5 Connecting Organization Chart Shapes	15 min
Review Exercise	15 min
<b>Previewing and Printing</b>	<b>75 min</b>
5.1 Setting Up Pages	15 min
5.2 Setting Up Headers and Footers	15 min
5.3 Defining Background Pages	15 min
5.4 Printing and Previewing	15 min
Review Exercise	15 min
<b>Visio Tools</b>	<b>30 min</b>
6.1 Searching for Shapes	10 min
6.2 Checking Spelling	10 min
Review Exercise	10 min