

Visio 2007 Professional: Level 1

1 day course

Overview

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

Course Objective

You will design and manage basic diagrams, workflows, and flowcharts.

Target student

This course is designed for persons who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Prerequisites

Windows Introduction or equivalent knowledge

Course Content:

Getting Started with Visio 2007

- Explore the Visio Interface
- Get Help in Visio

Creating a Route Map

- Add Shapes to a Drawing
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Enhancing a Basic Diagram

- Manage Shapes
- Format Shapes

Creating Process Diagrams

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

Representing an Organization Hierarchy

- Create an Organization Chart
 - Modify an Organization Chart
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