

Visio Professional 2007 - Introduction

Course length: 1.0 day

Course Description: 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: None

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- Explore the Visio 2007 interface.
- Create a route map.
- Enhance a basic diagram.
- Create process diagrams.
- Create an organization chart.

Course Content

Lesson 1: Getting Started with Visio 2007

Explore the Visio Interface
Get Help in Visio

Lesson 2: Creating a Route Map

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

Lesson 3: Enhancing a Basic Diagram

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