

MICROSOFT VISIO 2007 INTRODUCTION

WHO SHOULD ATTEND

Those with little or no experience using Microsoft Visio who are involved with the following:

- ◆ Creating drawings and diagrams with shape tools.
- ◆ Creating floor plans, flowcharts, and organizational charts.

PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows or Introduction to Macintosh OS is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student the basics of Visio, a powerful and easy-to-use desktop drawing program, with a main focus on diagrams and various chart types.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Visio Advanced class to learn more advanced features and concepts including templates, stencil techniques, and advanced drawing skills.

SKILLS LEARNED

- ◆ Overview of basic Visio Documents
- ◆ Elements of the Visio Window
- ◆ Identify the various types of drawings you can create
- ◆ Navigate in a Visio document
- ◆ Manipulating Shapes
- ◆ Drag shapes from Visio stencils
- ◆ Resize, rotate, align, and transform
- ◆ Adding Text and Formats
- ◆ Increase productivity with smart features
- ◆ Numbering shapes automatically
- ◆ Duplicating shapes quickly
- ◆ Changing Stacking Order
- ◆ Grouping and aligning
- ◆ Using Stencils
- ◆ Create a flowchart
- ◆ Create a Cross-functional flowchart
- ◆ Manually create an Organization chart
- ◆ Generate charts from a text file
- ◆ Creating a Directional Map
- ◆ Enhancing Productivity
- ◆ Applying Styles
- ◆ Page Styles
- ◆ The Organization Chart Data Wizard
- ◆ Creating an Office Layout
- ◆ Create an office floor plan to scale
- ◆ Adjusting the Drawing Scale

COURSE OUTLINE

LESSON 1: An Overview of Visio

- ◆ Visio Documents
- ◆ Elements of the Visio Window
- ◆ Visio Navigation

LESSON 2: Basic Skills

- ◆ Creating a Directional Map
- ◆ Using Stencils
- ◆ Saving Files
- ◆ Manipulating Shapes
- ◆ Adding Text
- ◆ Stacking Order

LESSON 3: Basic Diagram Skills

- ◆ Enhancing Productivity
- ◆ Managing Shapes
- ◆ Applying Styles

LESSON 4: Flowcharts

- ◆ Connecting Shapes
- ◆ Page Styles
- ◆ Cross-functional Flowcharts

LESSON 5: Organization Charts

- ◆ Creating an Organization Chart
- ◆ Organization Chart Data Wizard

LESSON 6: Floor Plan

- ◆ Creating an Office Layout
- ◆ Drawing Scale