

MICROSOFT VISIO 2007 POWER USER

WHO SHOULD ATTEND

Those with some experience using Microsoft Visio who are involved with the following:

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

PREREQUISITES

A working knowledge of basic graphic design skills and basic use of Visio is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts 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 Word series to learn about word-processing, Excel series for spreadsheets, and/or PowerPoint series for presentation design and delivery.

SKILLS LEARNED

- ◆ Customizing the Visio Environment
- ◆ Overview of basic Visio Documents
- ◆ Identify the various types of drawings you can create
- ◆ Manipulating Shapes
- ◆ Drag shapes from Visio stencils
- ◆ Resize, rotate, align, and transform
- ◆ Adding Text and Formats
- ◆ Numbering shapes automatically
- ◆ Duplicating shapes quickly
- ◆ Grouping and aligning
- ◆ Using Stencils
- ◆ Create a flowchart
- ◆ Manually create an Organization chart
- ◆ Creating a Directional Map
- ◆ The Organization Chart Data Wizard
- ◆ Creating an Office Layout
- ◆ Advanced Drawing Tools
- ◆ Advanced Techniques
- ◆ Using Custom Shapes in various Drawings
- ◆ Setting up and using Custom Stencils
- ◆ Working with Templates
- ◆ Formatting and Linking Shapes
- ◆ Adjusting Layers
- ◆ Object Linking and Embedding - OLE
- ◆ Working with External Data
- ◆ Printing options and set-up

COURSE OUTLINE

LESSON 1: Visio Review

- ◆ Visio Elements
- ◆ Basic Stencils & Shapes
- ◆ Text
- ◆ Customizing

LESSON 2: Flowcharts

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

LESSON 3: Organization Charts

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

LESSON 4: Advanced Drawing Tools

- ◆ Advanced Drawing Techniques
- ◆ Using Custom Shapes in a Drawing

LESSON 5: Advanced Stencil Techniques

- ◆ Custom Stencils
- ◆ Customizing Stencil Masters
- ◆ The Document Stencil

LESSON 6: Templates and Layers

- ◆ Working with Templates
- ◆ Formatting and Linking Shapes
- ◆ Layers

LESSON 7: Sharing Your Work

- ◆ Object Linking and Embedding
- ◆ Working with External Data
- ◆ Printing Techniques