

Visio Professional 2007 - Level 1

Days of Training: 1

Overview

In this course, students learn the essentials of Visio. They design and manage basic diagrams, workflows, and flowcharts.

Prerequisites

This course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations.

Next Steps

Visio Professional 2007 - Level 2

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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 Organizational Hierarchy

- Create an Organization Chart
- Modify an Organization Chart

Visio Professional 2007 - Level 2

Days of Training: 1

Overview

In this course, students build upon the knowledge gained that will enable them to work with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

Prerequisites

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Lesson 1: Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

- Create a Custom Stencil
- Customize a Stencil Master

Lesson 3: Designing Styles and Templates

- Define a New Style
- Create a Template

Lesson 4: Designing a Floor Plan Using Layers

- Create an Office Layout
- Work with Layers

Lesson 5: Representing External Data in Visio

- Generate a PivotDiagram
- Create an Organization Chart from External Data
- Import Project Plan Data into Visio
- Link to a Database
- Import Excel Data

Lesson 6: Sharing Your Work

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to a Web Page
- Print a Visio Drawing