

## Microsoft® Office Visio® Professional 2007: Level I

### Course Summary

#### 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.

#### Objectives

At the end 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.

#### Topics

- Getting Started with Visio 2007
- Creating a Route Map
- Enhancing a Basic Diagram
- Creating Process Diagrams
- Representing an Organization Hierarchy

#### Audience

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

#### Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

#### Duration

One day

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### Course Outline

- I. Getting Started with Visio 2007**
  - A. Explore the Visio Interface
  - B. Get Help in Visio
  
- II. Creating a Route Map**
  - A. Add Shapes to a Drawing
  - B. Manipulate Shapes
  - C. Add Text
  - D. Format Text
  - E. Change the Stacking Order
  
- III. Enhancing a Basic Diagram**
  - A. Manage Shapes
  - B. Format Shapes
  
- IV. Creating Process Diagrams**
  - A. Create a Flowchart
  - B. Apply Page Styles
  - C. Create a Cross-Functional Flowchart
  - D. Create a Workflow Diagram
  
- V. Representing an Organization Hierarchy**
  - A. Create an Organization Chart
  - B. Modify an Organization Chart