



## **Microsoft Office Visio Professional 2007: Level 1**

1 day – Instructor led

### **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.

### **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**

Topic 1A: Explore the Visio Interface

Topic 1B: Get Help in Visio

#### **Lesson 2: Creating a Route Map**

Topic 2A: Add Shapes to a Drawing

Topic 2B: Manipulate Shapes

Topic 2C: Add Text

Topic 2D: Format Text

Topic 2E: Change the Stacking Order

#### **Lesson 3: Enhancing a Basic Diagram**

Topic 3A: Manage Shapes

Topic 3B: Format Shapes

#### **Lesson 4: Creating Process Diagrams**

Topic 4A: Create a Flowchart

Topic 4B: Apply Page Styles

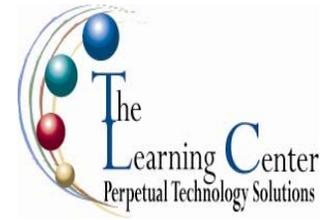
Topic 4C: Create a Cross-Functional Flowchart

Topic 4D: Create a Workflow Diagram

#### **Lesson 5: Representing an Organization Hierarchy**

Topic 5A: Create an Organization Chart

Topic 5B: Modify an Organization Chart



## Microsoft Office Visio Professional 2007: Level 2

1 day – Instructor led

### Course Description

Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

#### Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Create a custom shape.
- Design a custom stencil.
- Design styles and templates.
- Design a floor plan.
- Represent external data in Visio.
- Share your drawings.

### Course Content

#### Lesson 1: Creating a Custom Shape

Topic 1A: Draw Basic Shapes

Topic 1B: Enhance Basic Shapes

#### Lesson 2: Designing a Custom Stencil

Topic 2A: Create a Custom Stencil

Topic 2B: Customize a Stencil Master

#### Lesson 3: Designing Styles and Templates

Topic 3A: Define a New Style

Topic 3B: Create a Template

#### Lesson 4: Designing a Floor Plan

Topic 4A: Create an Office Layout

Topic 4B: Work with Layers

#### Lesson 5: Representing External Data in Visio

Topic 5A: Generate a PivotDiagram

Topic 5B: Create an Organization Chart from External Data

Topic 5C: Import Project Plan Data into Visio

Topic 5D: Link to a Database

Topic 5E: Import Excel Data

#### Lesson 6: Sharing Your Work

Topic 6A: Link a Visio Drawing to Other Applications

Topic 6B: Convert a Visio Drawing to a Web Page

Topic 6C: Print a Visio Drawing