Visio Professional 2007 - Level 1

Duration: **1 day**

Overview:

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

Target Audience:

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

Pre-requisites:

This course requires a basic understanding of computers, such as basic mouse and keyboard operations, point and click, double-click operations. Familiar with the basic operating system functions such as creating folders, launching programs, and working with windows.

At Course Completion:

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

Module 1: Getting Started with Visio 2007

- Explore the Visio Interface
- Get Help in Visio

Module 2: Creating a Route Map

- Add Shapes to a Drawing
- Manipulate Shapes
- Add Text
- Format Text
- Change the Stacking Order

Module 3: Enhancing a Basic Diagram

- Manage Shapes
- Format Shapes

Module 4: Creating Process Diagrams

- Create a Flowchart
- Apply Page Styles
- Create a Cross-Functional Flowchart
- Create a Workflow Diagram

Module 5: Representing an Organizational Hierarchy

- Create an Organization Chart
- Modify an Organization Chart