

Microsoft® Office Visio® Professional 2007: Level 1

Course Specifications

Course number: 084901

Software: Microsoft® Office Visio® Professional 2007

Course length: 1.0 day(s)

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.

Target Student: 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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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