

Microsoft Visio 2007 Intro/Intermediate



Duration: **1 Day** Course Code: **A-11840**

This course is designed for students who need to quickly acquire the skills needed to manipulate and create diagrams with this powerful structured drawing package.

Learning Outcomes

By the end of this course students will be able to create and working with existing files, utilise the online help system effectively, navigate around a file, manipulate stencils and select, scale and resize objects, draw and reshape objects, work with compound lines and duplication techniques, use features such as align, distribute, group and rotate, plan a flowchart, use master shapes, connect shapes in a diagram, use dynamic connectors, use text features and create an organisational chart, use various text formatting features, format text blocks, adjust shape and line attributes, set file properties, create background pages, work with detail pages and links, use print preview and correctly print our your diagram, create network, rack, directory service and brainstorming diagrams, use advanced connection and layout techniques, set custom properties for shapes, and create and modify property reports.

Prerequisites

This course is designed for students who have a basic or no prior knowledge of Microsoft Visio 2007.

Exploring the Visio Environment

- Visio Basics
- Navigating around in Visio
- Using Stencil Overview
- Working with Objects

Using Drawing Tools

- Working with Drawing Tools
- Correct Drawing Techniques
- Editing Objects

Creating Basic Diagrams

- Planning your Diagram
- Using Master Shapes
- Connecting Shapes
- Using Dynamic Connectors
- An Introduction to using Text Features
- Creating Organisational Charts

Formatting Drawings

- Formatting Fundamentals
- Formatting Text Blocks
- Modifying Shapes and Lines
- Assigning Attributes to Objects

Working with Pages

- Creating and Setting up a New Drawing
- Working with Background Pages
- Creating and Working with Links

Creating Network and Brainstorming Diagrams

- Creating Network Diagrams
- Building Rack Diagrams
- Creating Directory Service Diagrams
- Brainstorming Diagrams

An Introduction to Advanced Features

- Advanced Layout Features
- Advanced Connection Techniques
- Setting Custom Properties
- Generating Reports

