



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

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. 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.

Course Outline

Lesson 1: Getting Started with Visio 2007
<ul style="list-style-type: none">■ Topic 1A: Explore the Visio Interface■ Topic 1B: Get Help in Visio
Lesson 2: Creating a Route Map
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 3A: Manage Shapes■ Topic 3B: Format Shapes
Lesson 4: Creating Process Diagrams
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 5A: Create an Organization Chart■ Topic 5B: Modify an Organization Chart