

## Visio 2007 Level 1

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### 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.

### 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.

### Objectives

By the end of this course, you will be able to:

- ✓ Explore the Visio 2007 interface.
- ✓ Create a route map.
- ✓ Enhance a basic diagram.
- ✓ Create process diagrams.
- ✓ Create an organization chart.

## Detailed Outline

### Getting Started with Visio 2007

Explore the Visio Interface  
Get Help in Visio

### Creating a Route Map

Add Shapes to a Drawing  
Manipulate Shapes  
Add Text  
Format Text  
Change the Staking Order

### Enhancing a Basic Diagram

Manage Shapes  
Format Shapes

### Creating Process Diagrams

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

### Representing an Organization Hierarchy

Create an Organization Chart  
Modify an Organization Chart