

Visio 2007 Introduction

Description: This course teaches the basic functions and features of Visio Professional 2007. Students will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. They will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page.

Days: 1

Prerequisites: Microsoft Windows XP Basic or Microsoft Windows Vista

Basic, or equivalent experience.

Unit 1: The Visio environment

Topic A: Visio basics

- Creating a drawing
- Examining the work area
- Using Visio Help

Topic B: Navigating in Visio

- Opening a Visio drawing
- Changing view settings
- Navigating among drawing pages

Topic C: Using windows and stencils

- Manipulating stencils

Topic D: Manipulating objects

- Selecting and moving objects
- Scaling and resizing an object
- Saving and closing a drawing

Unit 2: Drawing tools

Topic A: Basic shapes and lines

- Drawing basic shapes
- Creating lines and arcs
- Reshaping an arc

Topic B: Compound lines

- Creating a freeform line
- Creating a compound line with the Line and Arc tools
- Creating a compound line with the Pencil tool
- Manipulating compound lines

Topic C: Editing objects

- Duplicating objects
- Aligning objects
- Distributing objects
- Grouping objects
- Rotating an object

Unit 3: Basic diagrams

Topic A: Planning your diagram

- Discussing diagram planning

Topic B: Creating a basic diagram

- Adding shapes
- Connecting shapes
- Using connector shapes

Topic C: Working with text

- Creating and editing a text block

- Adding paragraph text
- Adding text to shapes
- Adding text to connectors
- Adjusting shape text
- Rotating text

Topic D: Working with organization charts

- Creating an organization chart
- Changing the layout of an organization chart

Unit 4: Formatting drawings

Topic A: Formatting text

- Formatting text by using toolbars
- Formatting text by using the Text dialog box

Topic B: Formatting text blocks

- Formatting a text block
- Applying paragraph formatting to a text block
- Adding bullets to a text block

Topic C: Formatting shapes and lines

- Formatting a shape
- Customizing a shape
- Using the Fill and Shadow dialog boxes
- Formatting multiple shapes
- Adding fill and line attributes to a text block

Unit 5: Working with pages

Topic A: Creating and setting up a drawing

- Creating a drawing and setting file properties
- Defining printer settings and page size
- Setting page properties

Topic B: Working with background pages

- Creating a background page
- Adding fields to a background page
- Applying a background page
- Editing a background page

Topic C: Working with links

- Adding a page link
- Adding a hyperlink
- Linking multiple files to a shape
- Linking to an Excel file

Topic D: Printing diagrams

- Adding a header in Print Preview
- Printing a diagram

Unit 6: Network and brainstorming diagrams

Topic A: Network diagrams

- Using topology shapes in a network diagram
- Adding a control handle
- Adding and connecting topology shapes
- Moving shape text

Topic B: Rack diagrams

- Creating a rack diagram

Topic C: Brainstorming diagrams

- Creating a brainstorming diagram
- Exporting a brainstorming diagram to an XML file
- Importing XML data into a brainstorming diagram

Unit 7: Introduction to advanced features

Topic A: Advanced layout and connection techniques

- Using guides
- Adding connection points

- Selecting objects by type
- Connecting shapes to new connection points
- Changing Snap & Glue settings

Topic B: Custom properties

- Adding custom properties to shapes
- Creating custom property sets
- Applying user-defined custom properties

Topic C: Reporting

- Creating a report
- Running a report
- Updating a report
- Formatting a Visio Table Report shape

Upcoming Classes

Jun 06, 2012

Jul 16, 2012

Aug 28, 2012

Sep 11, 2012

Oct 24, 2012

Nov 19, 2012

Dec 05, 2012