



Microsoft Visio

Microsoft Visio is a one-day course focused on creating several types of diagrams. The class will cover dragging and manipulating Visio master shapes, creating connections between shapes and applying styles to shapes, text and pages. Students will also learn how to work with advanced features, such as using drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications

Target Student: Anyone interested in acquiring skills necessary to use Microsoft Excel to create templates, sort and filter data, import and export data, and analyze data.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

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

Benefits: Upon successful completion of this course, you will be able to design and manage basic diagrams, workflows, and flowcharts.

What's Next:

Crystal Reports Level 1 – In this course, students will build basic list and group reports that work with almost any database. Students will learn to create a report by using data from an existing database, use a report to present specific data in the desired order, create groups to summarize report data, and much more.

Dreamweaver Website Development Learn to create web sites using Macromedia Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

Microsoft Access - Level 1 Learn the concept of the relational database and Microsoft Office Access relational database application and information management tools.

Performance-Based Objectives

Upon successful completion 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.





Microsoft Visio 1 Day

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 Stacking 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