

Microsoft Visio 2007 - Basic & Intermediate

Course Aims

The course empowers the trainee to demonstrate the ability to use a business diagramming application on a personal computer. He or she will understand and be able to accomplish basic operations associated with creating, formatting and finishing a business diagram document ready for distribution. The trainee will be able to demonstrate competence in using some of the more intermediate features associated with business diagram applications such as creating project schedules, creating organization charts, laying out office spaces and creating network diagrams.

Pre-requisites

An understanding of Windows / MS Visio 2000/2002/2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 15 Hours	9:00 am to 5:30 pm

Module 1. Getting Started with Visio 2007

- Starting Diagrams by Using Templates
- Working Within the Visio Environment
- Customizing the Visio Environment
- Getting Visio and Diagram Help

Module 2. Adding Shapes to Diagrams

- Working with 1-D and 2-D Shapes
- Adding Text to Shapes and the Drawing Page
- Moving, Sizing, Rotating, and Copying Shapes
- Working with Groups
- Finding Shapes for Diagrams
- Inserting Pictures into Diagrams

Module 3. Formatting Shapes and Diagrams

- Formatting Individual Shapes
- Adding Decorative Elements to Diagrams
- Applying Themes to Entire Diagrams

Module 4. Connecting Shapes

- Connecting Shapes in Flowcharts
- Modifying Shape Connections
- Changing the Layout of Connected Shapes

Module 5. Creating Project Schedules

- Creating Timelines to View Projects at a Glance
- Exporting Timelines to Create Gantt Charts
- Tracking Project Details with Gantt Charts

Module 6. Creating Organization Charts

- Importing Data to Create Organization Charts
- Storing and Displaying Employee Information in Organization Charts
- Customizing the Layout of Organization Charts

Module 7. Laying Out Office Spaces

- Creating Scaled Office Spaces
- Adding Door, Window, and Furniture Shapes to Office Layouts
- Organizing Shapes in Office Layouts by Using Layers

Module 8. Creating Network Diagrams

- Connecting Shapes in Network Diagrams
- Storing Information with Network Shapes
- Creating Network Reports