

Microsoft® Office Visio® Professional 2007: Level 1

Course Specifications

Course number: 084901

Software: Microsoft® Office Visio® Professional 2007

Course length: 1.0 day(s)

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.

Course Objective: 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.

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

Hardware Requirements

This course requires one desktop computer for each student with the following configuration:

- Intel® Pentium® 1 GHz or higher processor.
- 512 megabytes (MB) of RAM or more.
- 15 gigabytes (GB) of available hard disk space or more.
- CD-ROM or DVD-ROM drive.
- Super VGA or higher resolution monitor.
- Microsoft Mouse, Microsoft IntelliMouse®, or a compatible pointing device.
- 14.4 Kbps or faster modem, and a multimedia computer to access sound and other multimedia effects.

Platform Requirements

- Microsoft Windows XP Professional with Service Pack 2 or Microsoft® Windows Vista™ Business Edition.

Software Requirements

Software required on each machine:

- Microsoft® Windows Vista™ Business Edition or Microsoft Windows XP Professional.
- Microsoft® Office Visio® Professional Edition 2007.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Visio 2007 interface.
- create a route map.
- enhance a basic diagram.
- create process diagrams.
- create an organization chart.

Course Content

Lesson 1: Getting Started with Visio 2007

Topic 1A: Explore the Visio Interface

Topic 1B: Get Help in Visio

Lesson 2: Creating a Route Map

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

Topic 3A: Manage Shapes

Topic 3B: Format Shapes

Lesson 4: Creating Process Diagrams

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

Topic 5A: Create an Organization Chart

Topic 5B: Modify an Organization Chart

Microsoft® Office Visio® Professional 2007: Level 2

Course Specifications

Course number: 084902

Software: Microsoft® Office Visio® Professional 2007

Course length: 1.0 day(s)

Course Description

Microsoft® Office Visio® Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Course Objective: You will create custom elements and a custom template, represent external data as a drawing, and share your work with others.

Target Student: This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites: Students should be familiar with personal computers, 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 computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft® Office Visio® Professional 2007: Level 1. Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

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

Hardware Requirements

To use Microsoft® Office Visio® Professional 2007 on a student's machine, you need the following:

- Intel® Pentium® 1.64 GHz or a higher processor
- 512 megabytes (MB) of RAM or more
- 15 gigabytes (GB) of available hard-disk space or more
- CD-ROM drive or DVD ROM
- Super VGA or higher resolution monitor
- Microsoft Mouse, Microsoft IntelliMouse®, or a compatible pointing device
- A printer
- A projection system to display the instructor's computer screen
- Additional items or services are required to use certain features: such as 14.4 Kbps or a faster modem, and a multimedia computer to access sound and other multimedia effects

Platform Requirements

- Microsoft Windows XP Professional with Service Pack 2 or Microsoft® Windows Vista™ Business Edition

Software Requirements

Software required on each machine includes the following:

- Microsoft® Windows Vista™ Business Edition or Microsoft Windows XP Professional
- Microsoft® Office Visio® Professional 2007
- Microsoft® Office Professional Edition 2007

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a custom shape.
- design a custom stencil.
- design styles and templates.
- design a floor plan.
- represent external data in Visio.
- share your drawings.

Course Content

Lesson 1: Creating a Custom Shape

- Topic 1A: Draw Basic Shapes
- Topic 1B: Enhance Basic Shapes

Lesson 2: Designing a Custom Stencil

- Topic 2A: Create a Custom Stencil
- Topic 2B: Customize a Stencil Master

Lesson 3: Designing Styles and Templates

- Topic 3A: Define a New Style
- Topic 3B: Create a Template

Lesson 4: Designing a Floor Plan

- Topic 4A: Create an Office Layout
- Topic 4B: Work with Layers

Lesson 5: Representing External Data in Visio

- Topic 5A: Generate a PivotDiagram
- Topic 5B: Create an Organization Chart from External Data
- Topic 5C: Import Project Plan Data into Visio
- Topic 5D: Link to a Database
- Topic 5E: Import Excel Data

Lesson 6: Sharing Your Work

- Topic 6A: Link a Visio Drawing to Other Applications
- Topic 6B: Convert a Visio Drawing to a Web Page
- Topic 6C: Print a Visio Drawing