

Microsoft Visio 2007 Standard

Visio 2007 is a powerful business drawing and diagramming program. It helps you to communicate visually and share ideas with attention-grabbing flowcharts, organisation charts, building layouts and many other diagrams. This one day course is designed to give you a comprehensive foundation in using Visio and its library of templates and tools. Owing to the broad scope of Visio, the content will be tailored to suit your requirements.

1. Basics

Aims of the session

This session introduces the Visio 2007 interface.

On completing this session you will be able to

- Explore the toolbars
- Navigate in Visio
- Work with the panels
- Understand the range of stencils available
- Use Visio and diagram help

2. Create a new Visio drawing

Aims of the session

This session will introduce the process of creating a simple Visio drawing using the standard tools.

On completing this session you will be able to

- Add Shapes to a Drawing
- Move and edit Shapes
- Drag and drop shapes
- Use the Auto connect feature
- Add text to the Drawing and Individual Shapes
- Review Grouping and Stacking options
- Work with connectors

3. Format a drawing

Aims of the session

Learn to enhance drawings using the decorative formatting and layout tools.

On completing this session you will be able to

- Format text and shapes
- Format using styles
- Use the Format tool bar and Format Painter options
- Use decorative effects
- Manage pages within your drawing
- Create backgrounds for a consistent look and feel
- Preview and print your drawing

4. Stencils

Aims of the session

This session explores the Visio 2007 library of stencils, introducing labour-saving shapes that can be used across different types of drawings.

On completing this session you will be able to

- Use the basic, arrow and background stencils
- Open and close stencils depending on requirements

5. Let's build ... an Organisation Chart*

Aims of the session

Use Visio 2007 drawings to show relationships within an organisation.

On completing this session you will be able to

- Create an organisation chart using the wizard
- Customise the organisation chart layout
- Store employee data within the drawing
- Save the diagram as a web-page*

6. Let's build ... a Building Plan*

Aims of the session

Create a scale drawing of a building or office and its contents.

On completing this session you will be able to

- Set the scale for your drawing
- Draw a building layout
- Add items such as doors, windows and furniture details
- Work with layers

7. Let's build ... a Project Schedule or Timeline*

Aims of the session

Use this drawing type to display the sequence of events in a project visually, which can then be used to create a project plan.

On completing this session you will be able to

- Create a project timeline for specific time periods and events
- Create expanded timelines to show a detailed view of specific events
- Export timelines to create Gantt charts in project
- Track project progress

*Appropriate sections will be included in the course to suit your requirements