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