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# Visio 2007 Professional: Introduction

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**Prerequisite:** Introduction to Windows or equivalent knowledge.

**Duration:** 1 Day

## What's in Visio 2007 Professional: Introduction?

T&E's *Visio 2007 Professional: Introduction* is a course designed for students to learn fundamental skills while creating and managing several types of diagrams using Visio 2007 Professional. Students will create a directional map, a block diagram, a basic and a cross-functional flowchart, and a organization chart. As these drawings are being created, students will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text and pages. Students will also generate an organization chart from imported data and edit customer properties to store additional information in the diagrams.

### Topics Include:

#### Getting Started with Visio 2007

- Explore the Visio Interface
- Get Help in Visio
- Visio Navigation

#### 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
- Applying Styles

#### 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

#### Creating a Floor Plan

- Create an Office Layout
- Work with the Drawing Scale