

# Visio Professional 2007: Basic

1 day

## Description

This ILT Series course teaches the basic functions and features of Visio Professional 2007. Students will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. They will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page.

## Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*

## Course Outline

### **Unit 1: The Visio environment**

Topic A: Visio basics  
Topic B: Navigating in Visio  
Topic C: Using windows and stencils  
Topic D: Manipulating objects

### **Unit 7: Introduction to advanced features**

Topic A: Advanced layout and connection techniques  
Topic B: Custom properties  
Topic C: Reporting

### **Unit 2: Drawing tools**

Topic A: Basic shapes and lines  
Topic B: Compound lines  
Topic C: Editing objects

### **Unit 3: Basic diagrams**

Topic A: Planning your diagram  
Topic B: Creating a basic diagram  
Topic C: Working with text  
Topic D: Working with organization charts

### **Unit 4: Formatting drawings**

Topic A: Formatting text  
Topic B: Formatting text blocks  
Topic C: Formatting shapes and lines

### **Unit 5: Working with pages**

Topic A: Creating and setting up a drawing  
Topic B: Working with background pages  
Topic C: Working with links  
Topic D: Printing diagrams

### **Unit 6: Network and brainstorming diagrams**

Topic A: Network diagrams  
Topic B: Rack diagrams  
Topic C: Brainstorming diagrams