



## Microsoft Visio 2007 Module 1

<b>General Description</b>	The skills and knowledge acquired in Microsoft Visio 2007 Module 1 sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features of Microsoft Visio 2007.
<b>Learning Outcomes</b>	At the completion of Microsoft Visio 2007 Module 1 you should be able to: <ul style="list-style-type: none"> <li>• start Microsoft Visio</li> <li>• work with shapes</li> <li>• work with text</li> <li>• connect shapes using connector lines</li> <li>• work with page tools</li> <li>• change the size and position of shapes</li> <li>• apply a range of formats to shapes</li> <li>• work with multiple page drawings</li> <li>• use themes and styles to apply and store formatting attributes</li> <li>• use print preview and print drawings</li> </ul>
<b>Target Audience</b>	Microsoft Visio 2007 Module 1 is designed for people who need to know how to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans, organisation charts, and the like.
<b>Prerequisites</b>	Microsoft Visio 2007 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
<b>Pages</b>	102 pages
<b>Approx* Duration</b>	10 hrs
<b>Course Disk</b>	Many of the topics in Microsoft Visio 2007 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> . Simply follow the student files link on the home page. You will need the product code for this course which is INF755.
<b>Methodology</b>	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
<b>Companion Publications</b>	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, April 21, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



# Microsoft Visio 2007

## Module 1

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#### Visio 2007 Essentials

- Starting Microsoft Visio 2007
- Creating A Blank Drawing From A Template
- The Microsoft Visio 2007 Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- ScreenTips
- Opening Stencils
- Working With Stencils
- Saving A New Drawing
- Exiting From Visio

#### Shapes

- Placing Shapes From Stencils
- Stamping Shapes
- Selecting Shapes
- Moving Shapes
- Duplicating Shapes
- Aligning Shapes
- Distributing Shapes
- Grouping Shapes

#### Working With Text

- Adding Text To Shapes
- Formatting Text In Shapes
- Selecting And Editing Text
- Creating A Heading
- Creating A Text Block
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#### Getting Connected

- Connecting Shapes
- Connecting Shapes Manually
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- Changing Connector Line Direction
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#### Page Tools

- Understanding Page Tools
- Zooming
- The Pan & Zoom Window
- Displaying Grids And Rulers
- Changing Grids And Rulers

- Setting Guides And Guide Points
- Using Guides And Guide Points
- Working With Rulers
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#### Size And Position

- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Using Snap & Glue
- Positioning A Shape Precisely
- Rotating Shapes Precisely
- Free Rotating
- Flipping Shapes
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#### Formatting Shapes

- Formatting Using The Menu
- Formatting Using The Toolbars
- Using The Format Painter
- Adding Shadows To Shapes
- Protecting Shapes

#### Working With Pages

- Naming Pages
- Inserting Pages
- Navigating Through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting A Background
- Centring Content On A Page
- Deleting Pages

#### Themes And Styles

- Understanding Themes
- Applying A Theme
- Creating A Custom Theme
- Deleting A Custom Theme
- Understanding Styles
- Redefining Existing Styles
- Modifying The Connector Style
- Defining A New Style
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- Partial Styles
- Deleting Styles

#### Printing

- Using Print Preview

- Creating Headers And Footers
- Print Setup Options
- Printing Options
- Changing Page Size

#### Concluding Remarks

Your supplier is:

## Product Information