

Microsoft Visio 2007 Module 1 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Visio 2007 Module 1 (with Challenge Exercises) are sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features.
Learning Outcomes	At the completion of Microsoft Visio 2007 Module 1 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none"> • start Microsoft Visio • work with shapes • work with text • connect shapes using connector lines • work with page tools • change the size and position of shapes • apply a range of formats to shapes • work with multiple page drawings • use themes and styles to apply and store formatting attributes • use print preview and print drawings • link and embed files in Visio drawings • work with hyperlinks • create organisational charts • apply special techniques to work with organisation charts • work with organisation chart data • create and modify calendars • create and work with Gantt charts • create cross functional flowcharts • work with flowchart pages
Target Audience	Microsoft Visio 2007 Module 1 (with Challenge Exercises) 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.
Prerequisites	Microsoft Visio 2007 Module 1 (with Challenge Exercises) 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.
Pages	224 pages
Approx* Duration	37.3 hrs
Course Disk	Many of the topics in Microsoft Visio 2007 Module 1 (with Challenge Exercises) require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF805.
Methodology	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.
Companion Publications	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 www.watsoniapublishing.com .

* 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 Wednesday, June 17, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information

Microsoft Visio 2007

Module 1 (with Challenge Exercises)

Contents

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
- Practice Exercise

Shapes

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

Working With Text

- Adding Text To Shapes
- Formatting Text In Shapes
- Selecting And Editing Text
- Creating A Heading
- Creating A Text Block
- Aligning Text
- Spell Checking Text
- Practice Exercise

Getting Connected

- Connecting Shapes
- Connecting Shapes Manually
- Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines
- Changing Connector Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines
- Practice Exercise

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
- Changing The Scale
- The Drawing Explorer
- Practice Exercise

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
- Changing The Order Of Shapes
- Practice Exercise

Formatting Shapes

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

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
- Practice Exercise

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

- Applying A Style
- Basing One Style On Another Style
- Partial Styles
- Deleting Styles
- Practice Exercise

Printing

- Using Print Preview
- Creating Headers And Footers
- Print Setup Options
- Printing Options
- Changing Page Size
- Practice Exercise

Linking And Embedding

- Linking Versus Embedding
- Using The Insert Object Command
- Using Copy And Paste
- Using Paste Special
- Editing Linked or Embedded Objects
- Managing Links
- Practice Exercise

Hyperlinks

- Understanding Hyperlinks
- Internal Hyperlinks
- Activating Hyperlinks
- External Hyperlinks
- Hyperlinks To Visio Drawings
- Managing Hyperlinks
- Practice Exercise

Organisation Charts

- Adding Single Shapes
- Adding Multiple Shapes
- Adding Text To Shapes
- Adding A Title
- Converting A Shape
- Changing The Layout Of Shapes
- Changing The Spacing Of Shapes
- Creating A Team
- Changing The Order Of Shapes
- Practice Exercise

Your supplier is:

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Organisation Chart Techniques

- Applying An Organisation Chart Theme
- Locating A Person In An Organisation Chart
- Adding Custom Properties Data
- Creating Custom Properties
- Creating A Custom Shape And Stencil
- Master Shape Custom Properties
- Practice Exercise

Organisation Chart Data

- Exporting Data
- Creating Charts From Spreadsheets
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Relationships
- Practice Exercise

Calendars

- Creating A Yearly Calendar
- Creating A Monthly Calendar
- Adding Text To A Calendar
- Adding Art To A Calendar
- Adding A Multi-day Event To A Calendar
- Adding A Thumbnail Month
- Changing The Calendar Colour Scheme
- Practice Exercise

Gantt Charts

- Understanding Gantt Charts
- Gantt Chart Options
- Creating A Gantt Chart
- Completing Task Details
- Creating Subtasks
- Linking And Unlinking Tasks
- Adding And Deleting Tasks
- Adding And Deleting Columns
- Formatting Task Bars
- Navigating A Gantt Chart
- Exporting From A Gantt Chart
- Importing Data Into A Gantt Chart
- Printing Gantt Charts
- Practice Exercise

Cross Functional Flowcharts

- Understanding Cross Functional Flowcharts
- Creating A Cross Functional Flowchart
- Adding And Deleting Bands

- Adding Band Titles
- Adding Phases
- Adding Shapes
- Connecting Shapes
- Adjusting Bands And Phases
- Formatting Bands
- Inserting Pages With Bands
- Practice Exercise

Working With Flowchart Pages

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

Concluding Remarks

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