

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.



Publisher Details
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 Web Site: www.watsoniapublishing.com

Product Information

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Your supplier is:

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- Centring Content On A Page
- Deleting Pages
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Concluding Remarks

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