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## **MICROSOFT® OFFICE VISIO® PROFESSIONAL 2007: LEVEL 1**

**Course Description:** Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

**Course Objective:** You will design and manage basic diagrams, workflows, and flowcharts.

### **Course Content**

#### **Lesson 1: Getting Started with Visio 2007**

- Topic 1A: Explore the Visio Interface
- Topic 1B: Get Help in Visio

#### **Lesson 2: Creating a Route Map**

- Topic 2A: Add Shapes to a Drawing
- Topic 2B: Manipulate Shapes
- Topic 2C: Add Text
- Topic 2D: Format Text
- Topic 2E: Change the Stacking Order

#### **Lesson 3: Enhancing a Basic Diagram**

- Topic 3A: Manage Shapes
- Topic 3B: Format Shapes

#### **Lesson 4: Creating Process Diagrams**

- Topic 4A: Create a Flowchart
- Topic 4B: Apply Page Styles
- Topic 4C: Create a Cross-Functional Flowchart
- Topic 4D: Create a Workflow Diagram

#### **Lesson 5: Representing an Organization Hierarchy**

- Topic 5A: Create an Organization Chart
- Topic 5B: Modify an Organization Chart