



# Introduction to Microsoft Visio 2007

## **About the Course**

### **Designed for**

This is a course with a high level of practical content, aimed at those who have not used Microsoft Visio 2007 before. It is designed for candidates with widely differing experience and skill levels.

### **Teaching Approach**

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Requirements**

No previous experience of Microsoft Visio is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating systems.

### **Course Material**

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration & Cost**

This training program is one day in duration.

## **Course Outline**

### **USING MICROSOFT VISIO 2007**

Opening a file  
Zooming  
Pan and zoom  
Closing a diagram  
The Shapes Pane  
The Drawing Page  
The Task Pane  
To switch Task panes  
The Visio toolbars

### **GETTING HELP**

Microsoft Office Visio Help  
Help Table of Contents

### **USING TEMPLATES**

Creating a new diagram based on a template

### **USING SHAPES**

Adding a shape to the drawing area  
Adding text to the shape  
Manually connecting shapes  
Adding text to a Connector  
Deleting a Connector  
Saving your diagram

### **MANIPULATING SHAPES**

Moving shapes  
Resizing shapes  
Deleting shapes

### **BACKGROUNDS, BORDERS AND TITLES**

Assigning a background  
Using the Borders and Titles Stencil

### **MANAGING STENCILS**

Creating a new Stencil  
Renaming a Stencil  
Saving the Stencil  
Adding Shapes to a Stencil  
Adding Custom Shapes to a Stencil  
Closing a Floating Stencil  
Opening the Stencil

### **FORMATTING TEXT**

Changing the Font Type  
Font Size  
Font Style, Bold, Italic and Underline  
Font Colour  
Text Alignment  
Bullets

### **FORMATTING SHAPES**

Shape Fill Colour  
Shape Shadow Effects  
Line Colour, Weight, Pattern, Line Ends

### **POSITIONING AND ALIGNING SHAPES**

Action Toolbar  
Grouping shapes  
Ungrouping shapes  
Ordering shapes  
Sending shapes forwards or backwards  
Rotating a shape to the right  
Rotating a shape to the left  
Free rotating a shape  
Rotating text within a shape  
Flipping a shape  
Aligning shapes  
Distributing shapes  
Adjusting shape layout  
Centering a drawing

### **FORMATTING CONNECTORS**

Connector routing options  
Using curved connectors  
Using straight connectors  
Setting line jump options

### **USING SNAP AND GLUE**

Snapping and gluing  
Connecting shapes using Dynamic Glue  
Connecting shapes using Static Glue

### **USING LAYERS**

Assigning a shape to a layer  
Showing and hiding layers

### **USING PAGE VIEW TOOLS**

Showing and hiding the rulers  
Showing and hiding the grid  
Adding Guides  
Showing and hiding the guides

### **PRINTING THE DRAWING**

Paper size and orientation  
Print Preview  
Print Range

### **CUSTOMIZING VISIO 2007**

Options Dialog Box