

MICROSOFT OFFICE 2007 VISIO STANDARD EDITION INTRODUCTION



COURSE AIMS

This course is aimed at new users of Microsoft Office Visio who wish to produce standard diagrams, such as flow charts and organisation charts.

On completion of this course the user should be able to confidently do the following:

- Create, edit and save a new Visio diagram.
- Preview and print a Visio diagram.
- Manipulate shapes and objects.

COURSE CONTENT

Starting Visio

Getting Started with Microsoft Office
Visio
Start a Blank Drawing

Visio Screen

Standard and Formatting Toolbars
Rulers and Drawing Aids

Basic Tools

Drawing a Rectangle or Square
Drawing an Ellipse or Circle
Drawing Lines

Positioning Shapes

Selecting Shapes
Snap to the Grid and other Shapes
Align and Distribute Shapes
Rotating Shapes

Formatting Shapes

Shape Fills and Shadows
Line Colour, Style and Ends
The Format Painter
Consistent Formatting with Themes

Connectors

Shape-to-Shape versus Point-to-Point
Connections
AutoConnect

Text

Text in Shapes
The Text Tool and Text Block Tool
Text Layout and Formatting
Inserting Field Codes

Stencils

Opening a Stencil
Master Shapes and Shape Instances

Pages

Inserting, Renaming, Moving and
Deleting Pages
Background Pages

Printing Drawings

The Drawing Page and Printed Page
Headers and Footers
Print Preview

Layers

Assigning Shapes and Objects to Layers
Making Use of Layers

Shape Data

Adding Data to Shapes
Shape Data Reports

Template Solutions

Organisation Charts
Flow Charts
Other Solutions

NOTES

No previous knowledge of Microsoft Visio is assumed. A working knowledge of Microsoft Windows and another Microsoft application would be an advantage.