



## **Microsoft Visio 2007: Introduction**

**Overview:** 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, students will learn the essentials of Visio including how to design and manage basic diagrams, workflows, and flowcharts.

**Course Length:** One Day

### **Course Content**

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

Explore the Visio Interface  
Get Help in Visio

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

Add Shapes to a Drawing  
Manipulate Shapes  
Add Text  
Format Text  
Change the Stacking Order

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

Manage Shapes  
Format Shapes

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

Create a Flowchart  
Apply Page Styles  
Create a Cross-Functional Flowchart  
Create a Workflow Diagram

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

Create an Organization Chart  
Modify an Organization Chart