



## Microsoft Office Visio 2007 Step by Step Course 16 Hours

### Course Overview

- Build organization charts, floor plans, and other diagrams
- Add color, text, and other effects
- Connect shapes and create effective flowcharts
- Visualize and analyze data with new PivotDiagrams
- Insert and modify diagrams in other Microsoft Office documents
- Create your own shapes and templates and build custom diagrams

### Your all-in-one learning experience includes:

- Files for building skills and practicing the book's lessons
- Fully searchable eBook
- Bonus chapters on advanced Visio 2007 topics
- Bonus quick reference to the Ribbon, the new Microsoft Office interface
- Windows Vista Product Guide eReference—plus other resources on CD

### Target Audience - Beg/Int

Microsoft Press Book Details - 336 pages, 1 companion CD

### Course Outline

#### 1 Getting Started with Visio 2007

Starting Diagrams by Using Templates  
Working Within the Visio Environment  
Customizing the Visio Environment  
Getting Visio and Diagram Help  
Key Points

#### 2 Adding Shapes to Diagrams

Working with 1-D and 2-D Shapes  
Adding Text to Shapes and the Drawing Page  
Moving, Sizing, Rotating, and Copying Shapes  
Working with Groups  
Finding Shapes for Diagrams  
Key Points

#### 3 Formatting Shapes and Diagrams

Formatting Individual Shapes  
Adding Decorative Elements to Diagrams  
Applying Themes to Entire Diagrams



## Key Points

### 4Connecting Shapes

Connecting Shapes in Flowcharts

Modifying Shape Connections

Changing the Layout of Connected Shapes

Key Points

### 5Creating Project Schedules

Creating Timelines to View Projects at a Glance

Exporting Timelines to Create Gantt Charts

Tracking Project Details with Gantt Charts

Key Points

### 6Creating Organization Charts

Importing Data to Create Organization Charts

Storing and Displaying Employee Information in Organization Charts

Customizing the Layout of Organization Charts

Key Points

### 7Laying Out Office Space

Creating Scaled Office Spaces

Adding Door, Window, and Furniture Shapes to Office Layouts

Organizing Shapes in Office Layouts by Using Layers

Key Points

### 8Creating Network Diagrams

Connecting Shapes in Network Diagrams

Storing Information with Network Shapes

Creating Network Reports

Key Points

# ENGO SOFT