

MICROSOFT VISIO 2007 ESSENTIALS

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MS Visio 2007
Essentials



COURSE LENGTH: 1.0 DAYS

This course will help you get up and running with Visio 2007. We'll show you how to create drawings, add shapes, customise your screen for maximum productivity, and format your drawing. This workshop will get you up and running fast!

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

MICROSOFT VISIO 2007 ESSENTIALS COURSE OUTLINE

FOREWORD

This course will help you get up and running with Visio 2007.

We'll show you how to create drawings, add shapes, customise your screen for maximum productivity, and format your drawing. This workshop will get you up and running fast!

OUTCOMES

- ▶ Open and close Visio
- ▶ Use the Getting Started window
- ▶ Manage Visio files
- ▶ Create a basic drawing (including adding and connecting shapes)
- ▶ Customise the drawing area
- ▶ Edit and format shapes
- ▶ Add, edit, and format text
- ▶ Print or e-mail a Visio drawing

MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives

Lesson 2: Opening and Closing Visio

- ▶ Opening Visio
- ▶ Using the Getting Started Window
- ▶ Interface Overview
- ▶ Closing Visio

Lesson 3: Working with Files

- ▶ Creating a New Drawing
- ▶ Switching Between Files
- ▶ Saving Files
- ▶ Closing Files
- ▶ Opening Files

Lesson 4: Your First Drawing

- ▶ Finding the Required Shape
- ▶ Placing the Shape in the Drawing
- ▶ Selecting Shapes
- ▶ Resizing, Moving, and Deleting Shapes
- ▶ Connecting Shapes
- ▶ Adding Text to a Shape

Lesson 5: Setting Up Your Drawing

- ▶ Showing and Hiding Screen Elements
- ▶ Adding a Guide
- ▶ Moving or Deleting a Guide
- ▶ Changing Ruler and Grid Settings

Lesson 6: Basic Editing Tasks

- ▶ Cutting, Copying, and Pasting Shapes
- ▶ Duplicating Shapes
- ▶ Using Undo and Redo
- ▶ Finding and Replacing Text
- ▶ Checking Your Spelling

Lesson 7: Formatting Shapes

- ▶ Changing a Shape's Outline Colour
- ▶ Changing a Shape's Fill Colour
- ▶ Modifying Corners
- ▶ Adding Shadows
- ▶ Changing Line Types and Ends

Lesson 8: Formatting Text

- ▶ Changing the Font Face and Size
- ▶ Changing Font Colour
- ▶ Adding Effects
- ▶ Using the Format Text Dialog
- ▶ About the Visio Status Date

Lesson 9: Formatting Blocks of Text

- ▶ Aligning Text
- ▶ Indenting Text
- ▶ Changing Paragraph Spacing
- ▶ Creating a Bulleted List

Lesson 10: Formatting Your Drawing

- ▶ Aligning Shapes
- ▶ Using the Format Painter
- ▶ Applying a Theme
- ▶ Centering Your Drawing

Lesson 11: Adding the Finishing Touches

- ▶ Using the Page Setup Dialog
- ▶ Previewing Your Drawing
- ▶ Saving Your Drawing as a Picture
- ▶ Printing Your Drawing
- ▶ E-mailing Your Drawing
- ▶ Creating a PDF

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)