

Description

Microsoft® Office Visio® Professional 2007: Advanced is the second course in the Microsoft Visio 2007 series. In Microsoft® Office Visio® Professional 2007: Basic, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Target Student:

This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.

Prerequisites

Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft® Office Visio® Professional 2007: Basic . Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ create a custom shape.
- ✓ design a custom stencil.
- ✓ design styles and templates.
- ✓ design a floor plan.
- ✓ represent external data in Visio.
- ✓ share your drawings.

Outline

Unit 1: Creating technical layouts

Topic A : Layers

Topic B : Drawing scales

Topic C : Dimensioning

Unit 2: Advanced formatting

Topic A : Themes and styles

Topic B : Templates

Unit 3: Custom shape design

Topic A : Special drawing operations

Topic B : Shape behavior and events

Topic C : Custom stencils

Unit 4: Business diagrams and Web site mapping

Topic A : Block, tree, and onion diagrams

Topic B : Flowcharts

Topic C : Organization charts

Topic D : Project management diagrams

Topic E : Web site maps

Unit 5: Integrating Visio with other programs

Topic A : Integration with Microsoft Word

Topic B : Integration with PowerPoint

Topic C : Integration with Microsoft Outlook

Topic D : Working with Web-enabling features

Unit 6: Software and database diagrams

Topic A : Documenting software systems

Topic B : Database model diagrams