

Visio 2007: Complete

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

- ✓ Create and Assign Layers
- ✓ Work with Themes and Styles
- ✓ Customize Stencil Shapes
- ✓ Compare Organizations Charts
- ✓ Create PERT and Gantt Charts
- ✓ Learn How to Integrate Visio with other Office Programs, Generate a Web Site Map, and Draw a System Diagram

Getting Started

Starting Out

What is Microsoft Visio?

Visio Standard vs. Visio Professional

What's New in Visio 2007?

Opening Microsoft Visio

Interface Overview

Closing Microsoft Visio

Interacting with Visio

Using Visio's Menus

Using the Standard Toolbar

Using the Formatting Toolbar

Moving Toolbars

Hiding and Showing Toolbars

Using the Status Bar

Working with Files

Saving Files

Opening Files

Switching Between Open Files

Closing Drawings

Closing Visio

Creating a Drawing from the Getting Started Window

Choosing a Drawing Type

Choosing a Template

Customizing a Template

Searching for Templates

Opening a Recent Drawing

Getting Help in Visio

Using the Help Menu

Using the Help Screen

Using the Ask A Question Box

Getting Help in a Dialog Box

Using the Shapes Task Pane

Understanding the Shapes Pane

Adding Backgrounds

Adding Borders and Titles

Adding Shapes

Basic Editing Commands

Selecting Shapes

Using Cut, Copy, and Paste

Using Undo and Redo

Resizing Shapes

Moving Shapes

Duplicating Shapes

Formatting Shapes

Changing Line Style

Changing Fill Color

Modifying Corner Rounding

Adding Shadows

Using a Theme

Using the Format Painter

Adding Text

Using the Text Box Tool

Using the Text Block Tool

Visio 2007: Complete, continued

Typing and Editing Text
Inserting Symbols

Formatting Text

Adding Basic Effects
Changing Text Color
Changing Font Type and Size
Aligning Text

Working With Pages

Adding Pages
Switching Between Open Pages
Removing Pages
Using Page Setup

Doing More With Your Drawing

Other Ways to Add Shapes

Using the File menu
Using the Standard Toolbar
Using the Drawing Tools toolbar
Adding Shape ScreenTips

Working With Shapes

Grouping Shapes
Layering Shapes
Rotating or Flipping Shapes
Aligning and Distributing Shapes
Using Snap and Glue

Advanced Shapes Tasks

Connecting Shapes
Configuring the Layout
Using the Re-Layout Command
Other Shapes Operations

Using Layers

Adding a Layer
Showing a Layer
Hiding a Layer
Preserving Group Member Layer
Viewing Layer Properties

Adding Basic Objects

Inserting a Comment
Inserting a Picture from Clip Art or a File
Formatting a Picture
Adding a Chart
Adding an Equation

Adding Advanced Objects

Adding a Hyperlink
Inserting an Object
Inserting a CAD Drawing
Inserting a Control

Working With Visio Files

Using Templates

Opening a Template from the Getting Started Pane
Opening a Template from the File menu
Using a Template
Creating a Template

Using Stencils

Adding Shapes to Stencils
Using Shapes From Stencils
Copying Shapes from One Stencil to Another
Removing Shapes from Stencils
Creating a New Stencil

Saving Stencils

Saving Visio Files

Saving a File for the First Time
Saving a File for the Second Time
Saving a File with a Different Extension
Saving a File as a Web Page

Advanced File Tasks

Using AutoRecover
Publishing to PDF or XPS
E-Mailing Your Drawing
Entering File Properties
Removing Hidden Information

Printing and Viewing Your Drawing

Managing Drawings

Using Minimize, Maximize, and Restore
Switching Between Open Drawings
Using Zoom
Viewing or Hiding Drawing Rulers, Grids, and Guides

Managing Windows

Tiling Windows
Arranging Windows
Cascading Windows
Using the ShapeSheet

Using Visio's Views

Using the Shapes Window
Using the Pan and Zoom Window
Using the Shape Data Window
Using the Size and Position Window
Using the Draw Explorer Window
Using the External Data Window

Using Page Setup

Opening Page Setup
Setting Print Options
Setting Page Size
Setting Drawing Scale

Setting Page Properties
Choosing Layout and Routing
Setting the Scale
Using Print Preview
Opening Print Preview
Using the Print Preview toolbar
Zooming In and Out
Changing View Options
Navigating Print Preview
Printing a Drawing
Printing Commands
Using the Print Dialog
Setting Printer Options
Setting the Page Range
Setting the Number of Copies