



Microsoft® Office Visio® Professional 2007: Level 1

Course Objective: You will design and manage basic diagrams, workflows, and flowcharts.

Performance-Based Objectives

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

- Explore the Visio 2007 interface.
- Create a route map.
- Enhance a basic diagram.
- Create process diagrams.
- Create an organization chart.

Course Content

Lesson 1: Getting Started with Visio 2007

Topic 1A: Explore the Visio Interface

Topic 1B: Get Help in Visio

Lesson 2: Creating a Route Map

Topic 2A: Add Shapes to a Drawing

Topic 2B: Manipulate Shapes

Topic 2C: Add Text

Topic 2D: Format Text

Topic 2E: Change the Stacking Order

Lesson 3: Enhancing a Basic Diagram

Topic 3A: Manage Shapes

Topic 3B: Format Shapes

Lesson 4: Creating Process Diagrams

Topic 4A: Create a Flowchart

Topic 4B: Apply Page Styles

Topic 4C: Create a Cross-Functional Flowchart

Topic 4D: Create a Workflow Diagram

Lesson 5: Representing an Organization Hierarchy

Topic 5A: Create an Organization Chart

Topic 5B: Modify an Organization Chart