

## Course Overview

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows, and flowcharts. You will learn how to add shapes to a drawing, manipulate shapes, add and format text and change the stacking order. You will also learn how to enhance a basic diagram by managing and formatting shapes. You will learn how to create a process diagram (flowchart), apply page styles, create a cross-functional flowchart, and create a workflow diagram. Additionally you will learn how to create and modify an organization chart.

## Courses in the Microsoft Visio Series

Visio Level 1  
- 1 day -

Visio Level 2  
- 1 day -

## Course Preparation

Prerequisite: *Microsoft Windows – Level 1* or equivalent experience. Experience with another graphics program is recommended but not required.

## Course Topics

### Getting Started with Visio 2007

- Exploring the Visio Interface
- Getting Help in Visio

### Creating a Route Map

- Adding Shapes to a Drawing
- Manipulating Shapes
- Adding Text
- Formatting Text
- Changing the Stacking Order

### Enhancing a Basic Diagram

- Managing Shapes
- Formatting Shapes

### Creating Process Diagrams

- Creating a Flowchart
- Applying Page Styles
- Creating a Cross-Functional Flowchart
- Creating a Workflow Diagram

### Representing an Organization Hierarchy

- Creating an Organization Chart
- Modifying an Organization Chart