

Visio Professional 2007:

Advanced

Activity-Level Outline

Days: 1

Prerequisites: Visio Professional 2007: Basic or equivalent experience

Unit 1: Creating technical layouts

Topic A: Layers

A-1: Creating and assigning a layer

A-2: Customizing layers

A-3: Adding custom shapes to a layer

Topic B: Drawing scales

B-1: Using and changing the drawing scale

B-2: Manually adding and adjusting shapes

B-3: Using the Shape Data window

B-4: Changing a shape's size and position settings

B-5: Duplicating shapes

Topic C: Dimensioning

C-1: Adding and adjusting dimension connectors

C-2: Setting display units

C-3: Calculating and adjusting the area of a room

Unit 2: Advanced formatting

Topic A: Themes and styles

A-1: Applying theme colors

A-2: Applying theme effects

A-3: Creating a custom theme

A-4: Creating a style

A-5: Applying style attributes

Topic B: Templates

B-1: Creating a custom template

B-2: Creating a drawing based on a template

Unit 3: Custom shape design

Topic A: Special drawing operations

A-1: Creating complex shapes by using basic shapes

Topic B: Shape behavior and events

B-1: Specifying a behavior for a double-click action

B-2: Adding a lock behavior to an image

Topic C: Custom stencils

C-1: Creating shapes for a stencil

C-2: Modifying a shape by using a ShapeSheet

C-3: Adding a predefined action to a shape

C-4: Adding and editing stencil shapes

C-5: Customizing stencil shapes

C-6: Saving a stencil

Unit 4: Business diagrams and Web site mapping

Topic A: Block, tree, and onion diagrams

A-1: Creating a block diagram

Topic B: Flowcharts

B-1: Creating a workflow diagram

B-2: Creating a cross-functional flowchart

Topic C: Organization charts

C-1: Comparing organization charts

C-2: Creating an organization chart by importing data

Topic D: Project management diagrams

D-1: Creating timelines

D-2: Creating a PERT chart

D-3: Creating a Gantt chart

Topic E: Web site maps

E-1: Generating a Web site map

E-2: Viewing link information

E-3: Generating a report of Web site links

Unit 5: Integrating Visio with other programs

Topic A: Integration with Microsoft Word

A-1: Embedding a Visio drawing in a Word document

A-2: Linking a Word document

A-3: Using drag-and-drop

Topic B: Integration with PowerPoint

B-1: Inserting drawings in PowerPoint

B-2: Linking a presentation to a Visio drawing

Topic C: Integration with Microsoft Outlook

C-1: Creating a calendar

C-2: Importing calendar data from Outlook

Topic D: Working with Web-enabling features

D-1: Linking a Visio drawing to a Word document

D-2: Converting a drawing to a Web page

Unit 6: Software and database diagrams

Topic A: Documenting software systems

A-1: Drawing a program window

A-2: Drawing a system diagram

Topic B: Database model diagrams

B-1: Creating a database model diagram

B-2: Using the Reverse Engineer Wizard