

Visio Professional 2007:

Basic

Activity-Level Outline

Days: 1

Prerequisites: Windows XP: Basic, Windows Vista: Basic, or equivalent experience

Unit 1: The Visio environment

Topic A: Visio basics

A-1: Creating a drawing

A-2: Examining the work area

A-3: Using Visio Help

Topic B: Navigating in Visio

B-1: Opening a Visio drawing

B-2: Changing view settings

B-3: Navigating among drawing pages

Topic C: Using windows and stencils

C-1: Manipulating stencils

Topic D: Manipulating objects

D-1: Selecting and moving objects

D-2: Scaling and resizing an object

D-3: Saving and closing a drawing

Unit 2: Drawing tools

Topic A: Basic shapes and lines

A-1: Drawing basic shapes

A-2: Creating lines and arcs

A-3: Reshaping an arc

Topic B:Compound lines

- B-1: Creating a freeform line
- B-2: Creating a compound line with the Line and Arc tools
- B-3: Creating a compound line with the Pencil tool
- B-4: Manipulating compound lines

Topic C:Editing objects

- C-1: Duplicating objects
- C-2: Aligning objects
- C-3: Distributing objects
- C-4: Grouping objects
- C-5: Rotating an object

Unit 3: Basic diagrams

Topic A:Planning your diagram

- A-1: Discussing diagram planning

Topic B:Creating a basic diagram

- B-1: Adding shapes
- B-2: Connecting shapes
- B-3: Using connector shapes

Topic C:Working with text

- C-1: Creating and editing a text block
- C-2: Adding paragraph text
- C-3: Adding text to shapes
- C-4: Adding text to connectors
- C-5: Adjusting shape text
- C-6: Rotating text

Topic D: Working with organization charts

D-1: Creating an organization chart

D-2: Changing the layout of an organization chart

Unit 4: Formatting drawings

Topic A: Formatting text

A-1: Formatting text by using toolbars

A-2: Formatting text by using the Text dialog box

Topic B: Formatting text blocks

B-1: Formatting a text block

B-2: Applying paragraph formatting to a text block

B-3: Adding bullets to a text block

Topic C: Formatting shapes and lines

C-1: Formatting a shape

C-2: Customizing a shape

C-3: Using the Fill and Shadow dialog boxes

C-4: Formatting multiple shapes

C-5: Adding fill and line attributes to a text block

Unit 5: Working with pages

Topic A: Creating and setting up a drawing

A-1: Creating a drawing and setting file properties

A-2: Defining printer settings and page size

A-3: Setting page properties

Topic B: Working with background pages

B-1: Creating a background page

B-2: Adding fields to a background page

B-3: Applying a background page

B-4: Editing a background page

Topic C: Working with links

C-1: Adding a page link

C-2: Adding a hyperlink

C-3: Linking multiple files to a shape

C-4: Linking to an Excel file

Topic D: Printing diagrams

D-1: Adding a header in Print Preview

D-2: Printing a diagram

Unit 6: Network and brainstorming diagrams

Topic A: Network diagrams

A-1: Using topology shapes in a network diagram

A-2: Adding a control handle

A-3: Adding and connecting topology shapes

A-4: Moving shape text

Topic B: Rack diagrams

B-1: Creating a rack diagram

Topic C: Brainstorming diagrams

C-1: Creating a brainstorming diagram

C-2: Exporting a brainstorming diagram to an XML file

C-3: Importing XML data into a brainstorming diagram

Unit 7: Introduction to advanced features

Topic A: Advanced layout and connection techniques

A-1: Using guides

- A-2: Adding connection points
- A-3: Selecting objects by type
- A-4: Connecting shapes to new connection points
- A-5: Changing Snap & Glue settings

Topic B: Custom properties

- B-1: Adding custom properties to shapes
- B-2: Creating custom property sets
- B-3: Applying user-defined custom properties

Topic C: Reporting

- C-1: Creating a report
- C-2: Running a report
- C-3: Updating a report
- C-4: Formatting a Visio Table Report shape