

Visio Professional 2007: Advanced

1 day

Description

This ILT Series course builds on the concepts and skills taught in Visio Professional 2007: Basic. Students will learn how to create and assign layers, work with themes and styles, customize stencil shapes, compare organization charts, and create PERT and Gantt charts. They will also learn how to integrate Visio with other Office programs, generate a Web site map, and draw a system diagram.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Visio Professional 2007: Basic*

Course Outline

Unit 1: Creating technical layouts

Topic A : Layers

Topic B : Drawing scales

Topic C : Dimensioning

Unit 2: Advanced formatting

Topic A : Themes and styles

Topic B : Templates

Unit 3: Custom shape design

Topic A : Special drawing operations

Topic B : Shape behavior and events

Topic C : Custom stencils

Unit 4: Business diagrams and Web site mapping

Topic A : Block, tree, and onion diagrams

Topic B : Flowcharts

Topic C : Organization charts

Topic D : Project management diagrams

Topic E : Web site maps

Unit 5: Integrating Visio with other programs

Topic A : Integration with Microsoft Word

Topic B : Integration with PowerPoint

Topic C : Integration with Microsoft Outlook

Topic D : Working with Web-enabling features

Unit 6: Software and database diagrams

Topic A : Documenting software systems

Topic B : Database model diagrams