

Course VSO0701: Microsoft Visio 2007 – Basic Level

One Day, Instructor Led

Pre-requisites

- PowerPoint 2007 - Basic

Course Details

Unit 1: The Visio environment

- Visio basics
- Navigating in Visio
- Using windows and stencils

Unit 2: Drawing tools

- Basic shapes and lines
- Compound lines
- Editing objects

Unit 3: Basic diagrams

- Planning your diagram
- Creating a basic diagram
- Working with text & org charts

Unit 4: Formatting drawings

- Formatting text
- Formatting text blocks
- Formatting shapes and lines

Unit 5: Working with pages

- Creating and setting up a drawing
- Working with background pages
- Working with links

Unit 6: Network and brainstorming diagrams

- Network diagrams
- Rack diagrams
- Brainstorming diagrams

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note