



Course Length: 1.0 days

Learn to use Visio 2007 for creating professional-looking diagrams, organizational charts and reports fast and easy by attending pdtraining's Visio 2007 Essentials Training course.

This course covers the following topics: an overview of the software's interface, using the Getting Started Window, creating and working with files, creating and adding text to your first drawing, editing and formatting shapes and text, how to save, print, email and create a PDF file of your drawing and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

You may attend the scheduled public classes or choose the Client Site Training course which could be tailored to your particular needs and schedule.

Microsoft Visio 2007 Essentials Training Course Outline

This course will help you get up and running with Visio 2007. We'll show you how to create drawings, add shapes, customize your screen for maximum productivity, and format your drawing. This workshop will get you up and running fast!

By the end of this training course, participants will:

- Open and close Visio
- Use the Getting Started window
- Manage Visio files
- Create a basic drawing (including adding and connecting shapes)
- Customize the drawing area
- Edit and format shapes
- Add, edit, and format text
- Print or e-mail a Visio drawing

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| <p>Visio 2007 Essentials Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none"> • Icebreaker • Pre-Assignment Review • Workshop Objectives | <p>Visio 2007 Essentials Training Course - Lesson 7 Formatting Shapes</p> <ul style="list-style-type: none"> • Changing a Shape's Outline Color • Changing a Shape's Fill Color • Modifying Corners • Adding Shadows • Changing Line Types and Ends |
| <p>Visio 2007 Essentials Training Course - Lesson 2 Opening and Closing Visio</p> <ul style="list-style-type: none"> • Opening Visio • Using the Getting Started Window • Interface Overview • Closing Visio | <p>Visio 2007 Essentials Training Course - Lesson 8 Formatting Text</p> <ul style="list-style-type: none"> • Changing the Font Face and Size • Changing Font Color • Adding Effects • Using the Format Text Dialog • About the Visio Status Date |
| <p>Visio 2007 Essentials Training Course - Lesson 3 Working with Files</p> <ul style="list-style-type: none"> • Creating a New Drawing • Switching Between Files • Saving Files • Closing Files • Opening Files | <p>Visio 2007 Essentials Training Course - Lesson 9 Formatting Blocks of Text</p> <ul style="list-style-type: none"> • Aligning Text • Indenting Text • Changing Paragraph Spacing • Creating a Bulleted List |
| <p>Visio 2007 Essentials Training Course - Lesson 4 Your First Drawing</p> <ul style="list-style-type: none"> • Finding the Required Shape • Placing the Shape in the Drawing • Selecting Shapes • Resizing, Moving, and Deleting Shapes • Connecting Shapes | <p>Visio 2007 Essentials Training Course - Lesson 10 Formatting Your Drawing</p> <ul style="list-style-type: none"> • Aligning Shapes • Using the Format Painter • Applying a Theme • Centering Your Drawing |



- Adding Text to a Shape

Visio 2007 Essentials Training Course - Lesson 5
Setting Up Your Drawing

- Showing and Hiding Screen Elements
- Adding a Guide
- Moving or Deleting a Guide
- Changing Ruler and Grid Settings

Visio 2007 Essentials Training Course - Lesson 11
Adding the Finishing Touches

- Using the Page Setup Dialog
- Previewing Your Drawing
- Saving Your Drawing as a Picture
- Printing Your Drawing
- E-mailing Your Drawing
- Creating a PDF

Visio 2007 Essentials Training Course - Lesson 6
Basic Editing Tasks

- Cutting, Copying, and Pasting Shapes
- Duplicating Shapes
- Using Undo and Redo
- Finding and Replacing Text
- Checking Your Spelling

Visio 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

Web Links:

View this course online:

<http://professionaldevelopmenttraining.com/courses/visio-2007-training-delivered-by-pdtrainings-visio-2007-training-specialists-offering-training-courses-in-atlanta-baltimore-boston-charlotte-chicago-los-angeles-new-york-miami-orlando-philadelphia-seattle-and-us-wide>

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