



MS Visio 2007 Essentials



Course Length: 1.0 days

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!

This dynamic training course is available now throughout Hong Kong, including Central.

This Visio 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

Visio 2007 Essentials Course Outline

Foreword:

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!

Outcomes:

- 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

Visio 2007 Essentials Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

Visio 2007 Essentials Training Course - Lesson 3 **Working with Files**

- Creating a New Drawing
- Switching Between Files
- Saving Files
- Closing Files
- Opening Files

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 7 **Formatting Shapes**

- Changing a Shape's Outline Color
- Changing a Shape's Fill Color
- Modifying Corners
- Adding Shadows
- Changing Line Types and Ends

Visio 2007 Essentials Training Course - Lesson 9 **Formatting Blocks of Text**

Visio 2007 Essentials Training Course - Lesson 2 **Opening and Closing Visio**

- Opening Visio
- Using the Getting Started Window
- Interface Overview
- Closing Visio

Visio 2007 Essentials Training Course - Lesson 4 **Your First Drawing**

- Finding the Required Shape
- Placing the Shape in the Drawing
- Selecting Shapes
- Resizing, Moving, and Deleting Shapes
- Connecting Shapes
- Adding Text to a Shape

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 8 **Formatting Text**

- Changing the Font Face and Size
- Changing Font Color
- Adding Effects
- Using the Format Text Dialog
- About the Visio Status Date

Visio 2007 Essentials Training Course - Lesson 10 **Formatting Your Drawing**



- Aligning Text
- Indenting Text
- Changing Paragraph Spacing
- Creating a Bulleted List

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

- Aligning Shapes
- Using the Format Painter
- Applying a Theme
- Centering Your Drawing

Visio 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/visio-2007-training-course>

In-house Training Instant Quote:

<https://bookingshk.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

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