

Visio Professional 2007: Level 2 + CertBlaster

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Course Length: 1-day (6+ hours)

Prerequisites: Visio Professional 2007: Level 1

What's in Visio Professional 2007: Level 2 + CertBlaster:

This ILT Series manual teaches the advanced functions and features of Visio Professional 2007. Students will learn how to work with technical layouts, advanced custom shape design, business diagrams, network diagrams and Web site mapping, software and database diagrams, templates, integrating Visio with other programs.

Topic-Level Outline

Unit 1 : Creating technical layouts

Topic A: * Layers

- A-1: Creating and assigning a layer
- A-2: Customizing layers
- A-3: Adding custom shapes to a layer

Topic B: * Drawing scales

- B-1: Using and changing the drawing scale
- B-2: Manually adding and adjusting shapes
- B-3: Using the Shape Data window
- B-4: Changing a shape's size and position settings
- B-5: Duplicating shapes

Topic C: * Dimensioning

- C-1: Adding and adjusting dimension connectors
- C-2: Setting display units
- C-3: Calculating and adjusting the area of a room

Unit 2 : Advanced formatting

Topic A: * Themes and styles

- A-1: Applying theme colors
- A-2: Applying theme effects
- A-3: Creating a custom theme
- A-4: Creating a style
- A-5: Applying style attributes

Topic B: * Templates

- B-1: Creating a custom template
- B-2: Creating a drawing based on a template

Unit 3 : Custom shape design

Topic A: * Special drawing operations

- A-1: Creating complex shapes by using basic shapes

Topic B: * Shape behavior and events

- B-1: Specifying a behavior for a double-click action
- B-2: Adding a lock behavior to an image

Topic C: * Custom stencils

- C-1: Creating shapes for a stencil
- C-2: Modifying a shape by using a ShapeSheet
- C-3: Adding a predefined action to a shape
- C-4: Adding and editing stencil shapes
- C-5: Customizing stencil shapes
- C-6: Saving a stencil

Unit 4 : Business diagrams and Web site mapping

Topic A: * Block, tree, and onion diagrams

- A-1: Creating a block diagram

Topic B: * Flowcharts

- B-1: Creating a workflow diagram
- B-2: Creating a cross-functional flowchart

Topic C: * Organization charts

- C-1: Comparing organization charts
- C-2: Creating an organization chart by importing data

Topic D: * Project management diagrams

- D-1: Creating timelines
- D-2: Creating a PERT chart
- D-3: Creating a Gantt chart

Topic E: * Web site maps

- E-1: Generating a Web site map
- E-2: Viewing link information
- E-3: Generating a report of Web site links

Unit 5 : Integrating Visio with other programs

Topic A: * Integration with Microsoft Word

- A-1: Embedding a Visio drawing in a Word document
- A-2: Linking a Word document
- A-3: Using drag-and-drop

Topic B: * Integration with PowerPoint

- B-1: Inserting drawings in PowerPoint
- B-2: Linking a presentation to a Visio drawing

Topic C: * Integration with Microsoft Outlook

- C-1: Creating a calendar
- C-2: Importing calendar data from Outlook

Topic D: * Working with Web-enabling features

- D-1: Linking a Visio drawing to a Word document
- D-2: Converting a drawing to a Web page

Unit 6 : Software and database diagrams

Topic A: * Documenting software systems

- A-1: Drawing a program window
- A-2: Drawing a system diagram

Topic B: * Database model diagrams

- B-1: Creating a database model diagram
- B-2: Using the Reverse Engineer Wizard