



## **CORPORATE & CAREER TRAINING**

### **VISIO 2007 - FUNDAMENTALS**

**TRAINING OUTLINE**

**6 HOURS**

#### **I. THE VISIO ENVIRONMENT**

- Visio Basics
- Navigating in Visio
- Using windows and stencils
- Manipulating objects

#### **II. DRAWING TOOLS**

- Basic Shapes & Lines
- Editing Objects

#### **III. BASIC DIAGRAMS**

- Planning your diagram
- Creating a basic diagram
- Working with text
- Working with organization charts

#### **IV. FORMATTING DRAWINGS**

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

#### **V. WORKING WITH PAGES**

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

#### **VI. NETWORK & BRAINSTORMING DIAGRAMS**

- Network diagrams
- Rack diagrams
- Brainstorming diagrams