

Visio 2007



The Fundamentals

- Starting Visio
- Understanding the Visio Program Screen
- Opening a Diagram
- Moving Around in a Diagram

Creating a Diagram

- Planning a Diagram
- Creating a Diagram from a Template
 - Flowcharts
 - Organizational Charts
 - Other Diagrams
- Diagram Types
- Creating a Diagram from Scratch
- Inserting and Deleting Pages

Working With Shapes

- Inserting a Shape and Using Stencils
- Searching for Shapes
- Selecting and Resizing Shapes
- Moving, Copying and Deleting Shapes
- Aligning, Distributing and Grouping Shapes
- Connecting Shapes
- Layering Shapes
- Adding Text to a Shape
- Flipping and Rotating Shapes

Formatting a Diagram

- Formatting Shapes
- Setting Custom Properties for a Shape
- Inserting a Border and Title
- Adjusting the Layout of a Diagram

Using Visio with Other Programs

- Word
- PowerPoint