



MICROSOFT VISIO 2007 BEGINNERS COURSE OUTLINE

A FIRST LOOK AT VISIO

- Microsoft Visio 2007
- Getting Started
- Opening a sample file
- Zooming
- Pan and zoom
- Closing a diagram
- The Shapes Pane
- The Drawing Page
- The Task Pane
- To switch Task panes
- The Visio Toolbars
- The Standard Toolbar
- The Formatting Toolbar
- Adding or removing Toolbars

GETTING HELP

- Typing a question to ask for help
- Microsoft Office Visio Help
- Help Table of Contents
- Printing Help topics
- Help Demos
- Using the Microsoft Web Site

WORKING WITH DRAWINGS

USING TEMPLATES

- Types of templates available
- Creating a new diagram based on a template

USING SHAPES

- About Stencils shapes
- Adding a shape to the drawing area
- Adding more shapes and connecting them to existing shapes
- Adding text to the shape
- Manually connecting shapes
- Adding text to a Connector
- Deleting a Connector
- Saving your diagram
- Opening a diagram file

MANIPULATING SHAPES

- Moving shapes
- Resizing shapes
- Deleting shapes

ADDING BACKGROUNDS, BORDERS AND TITLES

- Opening the background stencil and assigning a background
- Using the Border and Title Stencil

MANAGING STENCILS

- Displaying the Stencil Toolbar
- Displaying / Hiding the Stencil Shapes Pane
- Creating a new Stencil
- Renaming a Stencil
- Saving the Stencil
- Adding Shapes to a Stencil
- Adding Custom Shapes to a Stencil
- Closing a Floating Stencil
- Opening the Stencil

FORMATTING TEXT & SHAPES

FORMATTING TEXT

- Format Text Toolbar
- Changing the Font Type
- Font Size
- Font Style, Bold, Italic and Underline
- Font Colour
- Font Case
- Horizontally Text Alignment
- Vertical Text Alignment
- Changing the Line Indention

- Changing the Text Margins
- Text Background Shading
- Bullets

FORMATTING SHAPES

- Format Shape toolbar
- Shape Fill Colour
- Shape Fill Pattern & Transparency
- Shape Shadow Effects
- Shape Line Colour
- Shape Line Weight
- Shape Line Pattern
- Shape Line Ends
- Rounding Shape Corners
- Themes

MANAGING SHAPES

POSITIONING AND ALIGNING SHAPES

- Action Toolbar
- Grouping shapes
- Ungrouping shapes
- Ordering shapes
- Bringing a shape to the front
- Sending a shape to the back
- Sending shapes forwards or backwards
- Rotating a shape to the right
- Rotating a shape to the left
- Free rotating a shape
- Rotating text within the shape
- Flipping a shape horizontally
- Flipping a shape vertically
- Aligning shapes
- Distributing shapes
- Adjusting shape layout
- Centring a drawing

FORMATTING CONNECTORS

- Layout and Routing Toolbar
- Connector routing options
- Using curved connectors
- Using straight connectors
- Setting line jump options

USING SNAP AND GLUE

- Using the Snap and Glue Toolbar
- Snapping and gluing
- Viewing active snap and glue elements
- Manually connecting shapes using Dynamic Glue
- Manually connecting shapes using Static Glue
- Manually connecting a series of shapes

USING LAYERS

- Layers
- Assigning a shape to a layer
- Showing and hiding layers
- INSERTING CLIPART
- Clip Art

SETTING UP AND EDITING PAGES

MANAGING PAGES

- Moving between pages
- Inserting a new page
- Renaming a page
- Reordering pages
- Deleting a page
- Creating a background page
- Assigning a background page

USING PAGE VIEW TOOLS

- View Toolbar
- Showing and hiding the rulers
- Showing and hiding the grid
- Adding Guides
- Showing and hiding the guides
- Using the Size and Position window
- Using the Drawing Explorer window
- Setting a drawing scale

PRINTING AND SHARING DRAWINGS

GETTING READY TO PRINT

- Spell Check
- Paper size and orientation
- Print Preview

PRINTING THE DRAWING

- Selecting a printer
- Printer Properties
- Print Range
- Number of Print Copies

CUSTOMISING VISIO 2007

- Options Dialog Box