

Diagramming Business Processes with Visio 2007 - Online

Audience	This course is intended for the person who is very familiar with Windows features and is able to create, edit, and print drawings in Visio. This course is designed for those using Visio Professional.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to build on the fundamentals taught in the basic Visio class. Students learn how to create, assign, and customize drawing layers; create complex shapes and create custom stencils. They also create a custom drawing template, and work with styles. In addition, this course covers creating business process diagrams such as flow charts, organization charts and project management diagrams.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create and apply a background page■ Add fields to a text box and using title blocks■ Insert a graphic and hyperlink it to a web page■ Create, modify, and format an organization chart■ Create a synchronized copy of an organization chart■ Change the double-click behavior of a shape■ Create a variety of diagrams, a custom stencil, a style, and a template.■ Create business process diagrams such as block diagrams, flowcharts, organization charts, and project management diagrams
Length	3 hours

I. Working with the Background Page

- A. Creating a Background Page
- B. Adding Title Blocks
- C. Applying a Background Page
- D. Adding Fields
- E. Adding Guides
- F. Inserting a Graphic
- G. Creating a Hyperlink

II. Creating an Organization Chart

- A. Creating an Organization Chart
- B. Adjusting Organization Chart Layout

- C. Formatting Organization Shape Text

- D. Creating a Synchronized Copy
- E. Linking a Shape to a Page

III. Working with Templates

- A. Overview of Visio Templates
- B. Creating a Block Diagram
- C. Creating a Brainstorming Diagram
- D. Creating a Work Flow Diagram
- E. Creating a Charts and Graphs Diagram
- F. Creating a Map Diagram



- G. Creating a Custom Stencil
- H. Creating a Style
- I. Creating a Template

IV. Business Diagrams and Web Site Mapping

- A. Block, tree, and onion diagrams
- B. Flowcharts
- C. Organization charts
- D. Project management diagrams
- E. Web site maps