

Microsoft Office Visio Pro 2007: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Office Visio Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this course, you will learn the essentials of Visio.

Who Needs To Attend

This course is designed for persons who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Fee

\$245

Level 2 - Course Description

Microsoft Office Visio Professional 2007: Level 2 is the second course in the Microsoft Visio 2007 series. In Microsoft Office Visio Professional 2007: Level 1, you used the various templates to design and manage workflows and flowcharts. This course will build upon the knowledge gained, and enable you to work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Who Needs To Attend

This course is designed for individuals who have an understanding of the basic workflow and the concept of end-to-end flowcharting.



Level 2 - Course Description (Continued)

Prerequisites

Students should be familiar with personal computers, mouse, and keyboard (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs, navigate to information stored on the computer, and manage files and folders. Apart from these, the user should be familiar with Microsoft Office Visio Professional 2007: Level I. Also, a basic knowledge of Microsoft Word, Excel, and Access would be helpful, but is not required.

Course Fee

\$245

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