



**Course Title:** Microsoft Visio 2007- Basic

**Duration:** 6 hours

**Course Outline:**

**The Visio environment**

- Topic A:** Visio basics
- Topic B:** Navigating in Visio
- Topic C:** Using windows & stencils
- Topic D:** Manipulating objects

**Drawing tools**

- Topic A:** Basic shapes and lines
- Topic B:** Compound lines
- Topic C:** Editing objects

**Basic diagrams**

- Topic A:** Planning your diagram
- Topic B:** Creating a basic diagram
- Topic C:** Working with text
- Topic D:** Working with organization charts

**Formatting drawings**

- Topic A:** Formatting text
- Topic B:** Formatting text blocks
- Topic C:** Formatting shapes and lines

**Working with pages**

- Topic A:** Creating and setting up a drawing
- Topic B:** Working with background pages
- Topic C:** Working with links
- Topic D:** Printing diagrams

**Network and brainstorming diagrams**

- Topic A:** Network diagrams
- Topic B:** Rack diagrams
- Topic C:** Brainstorming diagrams

**Introduction to advanced features**

- Topic A:** Advanced layout and connection techniques
- Topic B:** Custom Properties



**ALLC International House Beirut**  
in conjunction with American Universal College

**Course Title:** Microsoft Visio 2007- Advanced

**Duration:** 6 hours

**Course Outline:**

**Creating technical layouts**

**Topic A:** Layers

**Topic B:** Drawing scales

**Topic C:** Dimensioning

**Advanced formatting**

**Topic A:** Themes and styles

**Topic B:** Templates

**Custom shape design**

**Topic A:** Special drawing operations

**Topic B:** Shape behavior and events

**Topic C:** Custom stencils

**Business diagrams and Web site mapping**

**Topic A:** Block, tree, and onion diagrams

**Topic B:** Flowcharts

**Topic C:** Organization charts

**Topic D:** Project management diagrams

**Topic E:** Web site maps

**Integrating Visio with other programs**

**Topic A:** Integration with Microsoft Word

**Topic B:** Integration with PowerPoint

**Topic C:** Integration with Microsoft Outlook

**Topic D:** Working with Web-enabling features

**Software and database diagrams**

**Topic A:** Documenting software systems

**Topic B:** Database model diagrams