



**THE
ENTERPRISE
CENTRE**

Visio 2007

Level 1

ENT1611

1 Day

Workshop Goal

Diagrams and charts play a pivotal role in knowledge distribution, making complex data easy to understand. Visio 2007 has a host of features that are instrumental in creating pictorial representations of information. This course is designed for persons who have an understanding of basic workflows and the concept of end-to-end flowcharting.

Topic Outline

Explore the Visio 2007 interface.

Create a route map.

Enhance a basic diagram.

Create process diagrams.

Create an organization chart.

Recommended Prior Learning

Students 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.