

The Courseware Shop

MICROSOFT VISIO 2007 INTRODUCTION

One Day Course

for evaluation only

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MICROSOFT VISIO 2007

INTRODUCTION

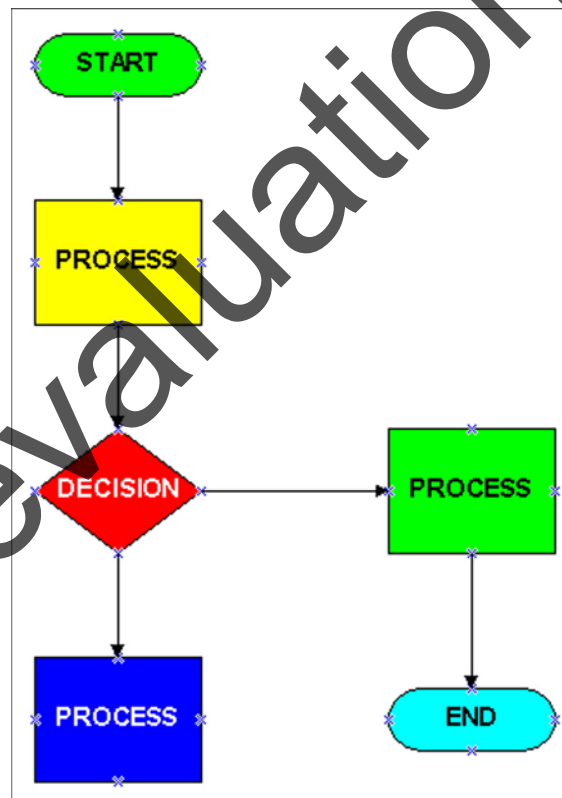


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MODULE 1

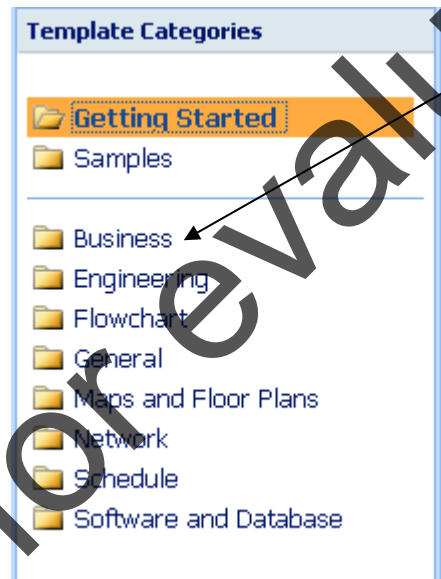
INTRODUCTION

STARTING VISIO

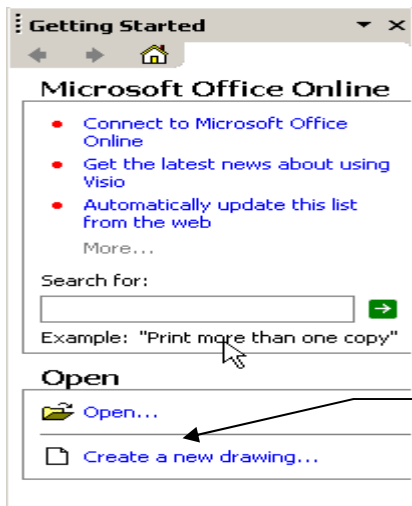
Visio enables you to create a variety of different drawings from organizational charts and flowcharts, web site maps and network drawing to office plans and timelines. When you begin a new diagram you can start with one of the Visio solution templates which contain all the shapes, styles and page scaling that you need for that particular job.

➔ **To start Visio and select the solution template you need:**

- Click the Windows **START** button, choose **PROGRAMS** then **VISIO 2007**.
- Select **DRAWING TYPE** then click **OK**.



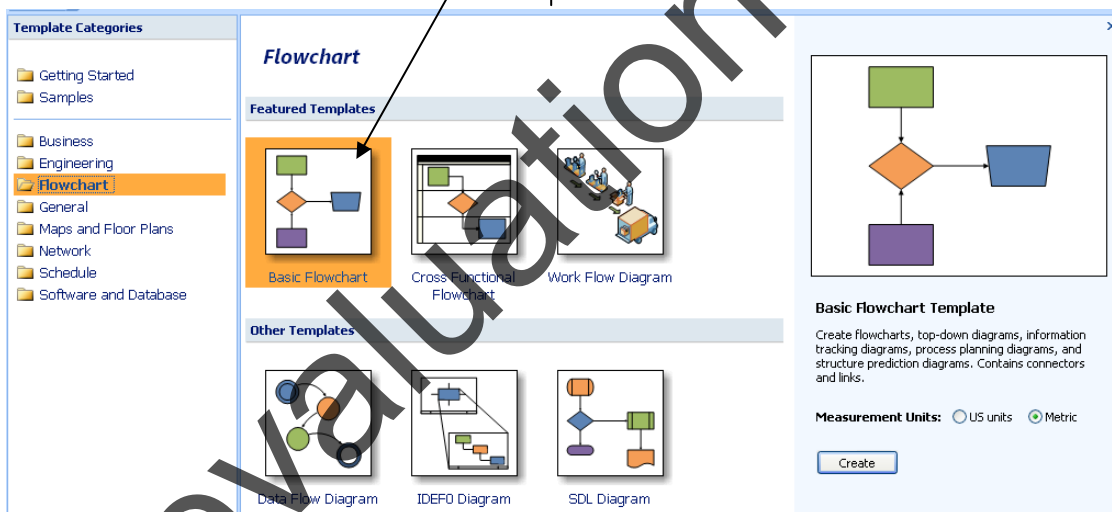
Below **CHOOSE DRAWING TYPE** are the most recently used Visio solutions templates.



Below **BROWSE EXISTING FILES...** are the most recently used drawing files.

- From **CATEGORY**, click once on each of the category names to view the solution template types available.

- Select the **FLOWCHART** category.

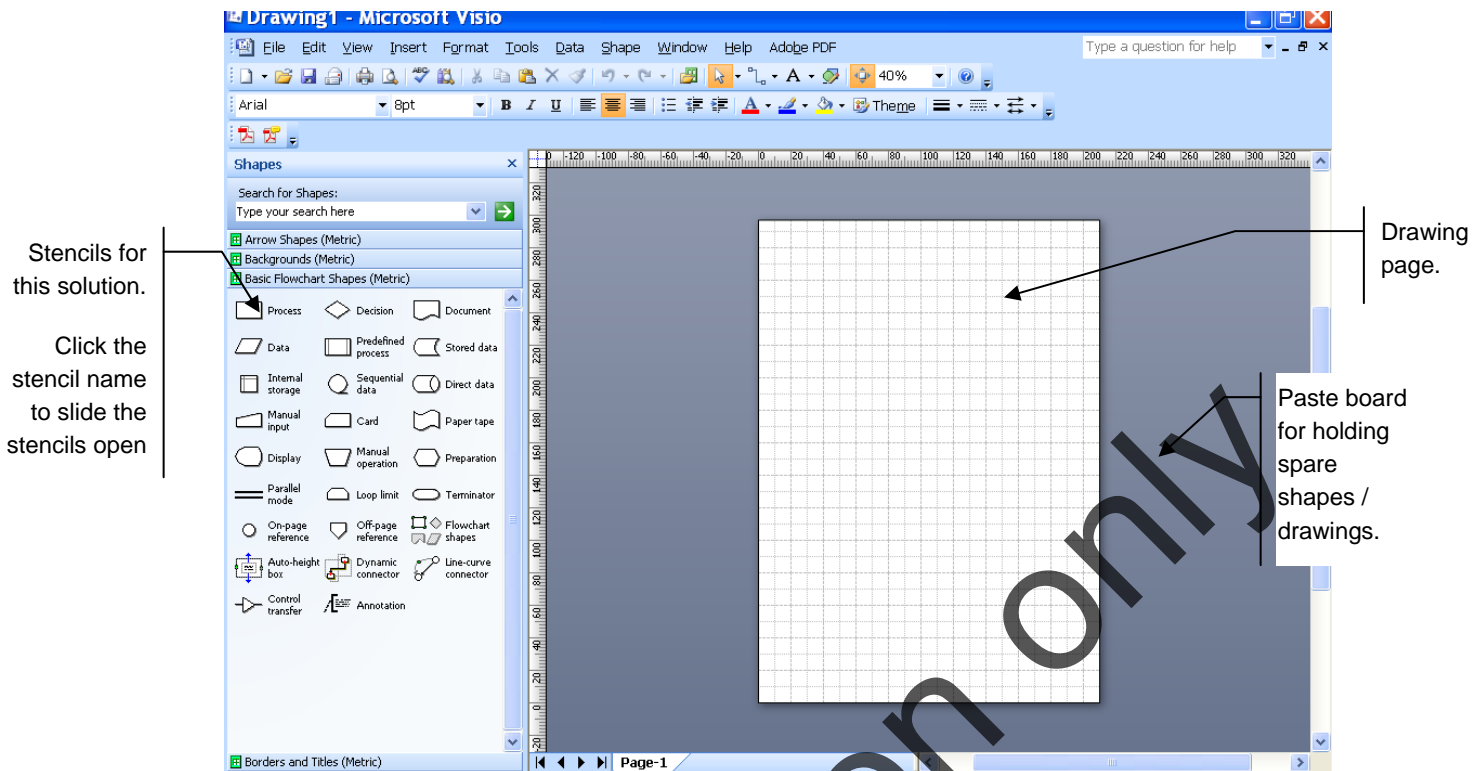


- Under **DRAWING TYPE**, select the **BASIC FLOWCHART** then click **OK**.

USING STENCILS

Stencils are palettes of shapes that you use for your drawings; there are many different stencils for different tasks and even more can be downloaded from a variety of sources on the Internet.

When you start a new drawing in Visio based on one of the solutions, one or more stencils will appear to the left of your drawing page.



➤ **To close a stencil**

- Right click on the stencil name and select **CLOSE**
- **Or**, Left click on the green Visio icon to the left of the stencil name and select **CLOSE**.

➤ **To open a different stencil**

You may have one, many or no stencils open at any time.



Shapes button.

- Click the downwards-pointing arrow on the stencil button (on the toolbar)
- Select the solution category that contains your stencil and then select the stencil name.

Note: if you press the picture part of the button instead of the arrow, you will open the Stencil Dialogue Box where you may also select a stencil from one of the Visio solution categories. You can also locate other stencils that are not within the solution categories (e.g. downloaded from the Internet or custom stencils).

➤ **To move a stencil**

- Drag a stencil by the stencil name to another part of the screen or
- Right click on the stencil name and select **POSITION** then choose a position.

➤ To find out more about shapes on the stencil

- Pause your mouse over any shape on the stencils to show a Tip.

➤ To change how you view shapes on the stencil

- Right click on the stencil name and select
 - **ICONS AND NAME, ICONS ONLY, NAMES ONLY**

USING TOOLBARS

The tool bars in Visio contain many buttons that are familiar to users of other Microsoft programs. Pause the mouse over any button to find out what it does.

➤ To access different toolbars

- From the **VIEW** menu select **TOOLBARS** and then choose the required toolbar.

CLOSING VISIO

Like all Microsoft applications, Visio can be closed in a number of ways.

➤ To close Visio using the menus

- From the **FILE** menu, select **EXIT**.

This will close any drawings that are currently open then the Visio application. You will be asked if you wish to save any unsaved or updated files before exiting.

➤ To close Visio using the CLOSE button

- From the top right hand corner of the screen, press the **X** button to close Visio.

Again, this will close any drawings that are currently open then the Visio application and you will be asked if you wish to save any unsaved or updated files before exiting.