



**Introduction to Visio
PACE-1475**

Instructor and contact information:

Name: Kathy Taylor

Email:

Phone:

Class location and schedule:

CCRI Flanagan Campus, Room 1124

10:00 a.m. to 2:00 p.m.

January 3, 8, 10, 15, 17

Course Description:

This course will introduce students to MS Visio 2010. Students will explore the Visio environment, use diagramming tools to create basic diagrams and models, format diagrams, and prepare them for printing. At the conclusion of the course student's will have a hand's on knowledge of MS Visio and have learned the techniques required to begin using MS Visio to create drawings and models. This course is designed at an introductory level and requires no previous experience with MS Visio.

Course delivery mode:

www.coursesites.com

Required textbooks and materials:

Microsoft Visio 2010 Step by Step

Scott A. Helmers

Microsoft Press, 2011

ISBN: 978-0-7356-4887-6

Course expectations :

In addition to any specific expectations you wish to highlight, state that students are responsible for following the policies set forth in the Student Handbook

(http://www.ccri.edu/advising/student_services/handbook.html) and College Catalog

(<http://www.ccri.edu/catalog/>)

Learning Goals:

- Offer an Introductory presentation of MS Visio 2010
- Utilize drawing and diagramming software to visualize, explore, and communicate complex information

- Acquire the modeling skills to support courses in program logic, programming, database development, and network design
- Undertake an exercise-oriented approach that allows learning by doing

Grading Scale and policies:

- This course is pass/fail grading using criteria based on the average grade points earned
- Each assignment will be worth 100 points
- A minimum grade of 70 or higher is required to pass the course.

Calendar of weekly course topics:

Class	Dates	Topics	Reading	Activity
1	January 3, 2013	A Visual Orientation to a Visual Product Creating a New Diagram	Chapter 1 Chapter 2	See assignment sheet
2	January 8, 2013	Adding Sophistication to Your Drawings Drawing the Real World: Flowcharts and Organization Charts	Chapter 3 Chapter 4	See assignment sheet
3	January 10, 2013	Adding Style, Color and Themes Entering, Linking to, and Reporting on Data	Chapter 5 Chapter 6	See assignment sheet
4	January 15, 2013	Adding and Using Hyperlinks	Chapter 7	See assignment sheet
5	January 17, 2013	Sharing and Publishing Diagrams: Part 1	Chapter 8	See assignment sheet

Services for Students with Disabilities

Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the office of Disability Services for Students as early in the semester as possible (<http://www.ccri.edu/dss/index.shtml>).

This syllabus is subject to change at any time at the discretion of the instructor. Students are responsible for keeping current with changes made to this syllabus.

PACE-1475: Assignments

Chapter 1: A Visual Orientation to a Visual Product

Pages 6 – 8: Exploring the Backstage View

Pages 10 – 12: Using the Visio Ribbon

Pages 17 – 20: Exploring the Drawing Window

Pages 20 – 24: Managing the Shapes Window

Pages 25 – 28: Panning and Zooming in Visio

Pages 29 – 34 at Step 14 Save the file as – **SUBMIT FILE “Size & Position YourLastName”**

Chapter 2: Creating a New Diagram

Pages 38 – 50: Step 9 Save the file as – **SUBMIT FILE “Basic shapes YourLastName”**

Pages 52 – 55: Positioning Shapes with Rulers and Guides

Pages 55 – 59: Using AutoConnect and Quick Shapes

Pages 59 – 61: Using AutoAdd and AutoDelete

Pages 62 – 66: Starting a New Diagram from a Sample Diagram – **SUBMIT FILE “Network Map YourLastName”**

Chapter 3: Adding Sophistication to Your Drawings

Page 70: Adding Text to Shapes

Pages 71 – 72: Creating and Formatting Text Boxes - **SUBMIT FILE “Text Exercises YourLastName”**

Pages 73 – 76: Orienting Shapes on the Page

Pages 77 – 78: Orienting Shape Text

Pages 79 – 80: Positioning Shape Text – **SUBMIT FILE “Orient Shapes and Text YourLastName”**

Pages 81 – 84: Adding ScreenTips and Comments

Pages 85 – 86: Using Shape Data

Pages 86 – 88: Inserting Fields: The Basics

Pages 88 – 92: Grouping Shapes

Pages 92 – 94: Inserting Pictures

Pages 95 – 97: Understanding Layers - **SUBMIT FILE “Corporate Diagram YourLastName”**

Chapter 4: Drawing the Real World: Flowcharts and Organization Charts

Pages 114 – 117: Creating Flowcharts

Pages 118 – 119: Adding Labels to Flowcharts – **SUBMIT FILE “HR Recruiting Flowchart YourLastName”**

Pages 120 – 124: Creating Swimlane Diagrams – **SUBMIT FILE “HR Recruiting Swimlane YourLastName”**

Pages 126 – 129: Building an Organization Chart by Hand

Pages 131 – 136: Using the Organization Chart Wizard with Existing Data – **SUBMIT FILE “Org Chart using Wizard”**

Pages 138 – 140: Using the Organizational Chart Wizard with New Data

Chapter 5: Adding Style, Color and Themes

Pages 145 – 147: Aligning and Spacing Shapes

Pages 148 – 149: Using the Auto Align & Space Feature

Pages 150 – 154: Applying Color and Fill Patterns

~~Pages 154 – 157: Applying Line Styles and Colors~~

Pages 157 – 158: Using the Format Painter - **SUBMIT FILE “HR Flowchart with colors and styles YourLastName”**

Pages 159 – 160: Turning Off the Grid

Pages 161 – 162: Applying Themes to Your Diagrams: Part 1

Pages 164 – 166: Applying Themes to Your Diagrams: Part 2 **SUBMIT FILE “Org Chart with themes YourLastName”**

Chapter 6: Entering, Linking to, and Reporting on Data

Pages 175 – 177: Editing Shape Data

Pages 180 – 184: Changing Shape Data Attributes

Pages 184 – 186: Creating New Shape Data Fields – **SUBMIT FILE “HR Process Map YourLastName”**

Pages 187 – 192: Linking Diagrams to External Data

Pages 193 – 195: Refreshing All Data in Linked Diagrams

Pages 195 – 196: Refreshing Selected Data in Linked Diagrams

Page 197: Scheduling Data Refresh - **SUBMIT FILE “HR Process Map with data YourLastName”**

Pages 198 – 200: Linking Data to Shapes Automatically

Pages 201 – 205: Running a Predefined Report

Pages 205 – 210: Creating a New Report

Pages 210 – 212: Modifying an Existing Report – **SUBMIT FILE “HR Process Map Reports”**

Chapter 7: Adding and Using Hyperlinks

Pages 218 – 219 Linking to a Website

Pages 219 – 221: Linking to a Document

Pages 222 – 223: Linking to a Specific Location in a Document

Pages 224 – 225: Linking to Another Visio Page

Pages 231 – 232: Setting the Hyperlink Base

Pages 233 – 234: Editing Existing Hyperlinks

Pages 234 – 235: Adding Multiple Hyperlinks – **SUBMIT FILE “HR Process Map YourLastName”**

Chapter 8: Sharing and Publishing Diagrams: Part 1

Pages 240 – 244: Previewing and Printing Visio Diagrams – **SUBMIT PRINTED FILE “HR Process Map”**

Pages 245 – 247: Removing Personal Information

Pages 248 – 252: Creating Graphics ** - **SUBMIT FILE “HR Process Map for chapter 8 YourLastName”**

Pages 255 – 257: Create Visio Templates

Visio Individual Project

1. Chapter 9
 2. Internet Café
 - a. Floor plan
 - b. Network map
 - c. Flowchart of hiring staff
 3. Museum
 - a. Floor plan
 - b. Organizational chart including the Board of Trustees
 - c. Flowchart of assessing a museum piece for display
 4. Fitness Center
 - a. Floor plan
 - b. Flowchart for hiring trainers
 - c. Organizational Chart
 5. Art Show for photography
 - a. Floor plan
 - b. Flowchart of how to set up for show
 - c. Organizational chart of Art Foundation
 6. Dance Club
 - a. Floor plan
 - b. Flowchart for hiring dancers
 - c. Organizational chart
 7. Dreams
 - a. Floor plan of Dream House
 - b. Organizational chart of Dream job
 - c. Flowchart of "a day in the life"
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