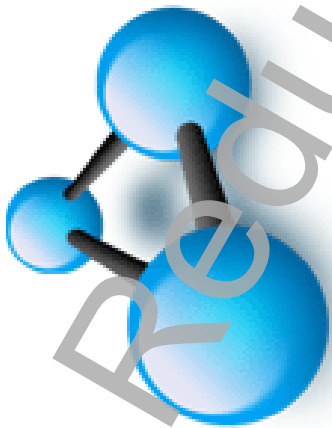


Microsoft Visio 2007 Visio Essentials

Mobile MOUSE



Mobile MOUSE
Microsoft Visio 2007
Visio Essentials
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Using Microsoft Visio 2007

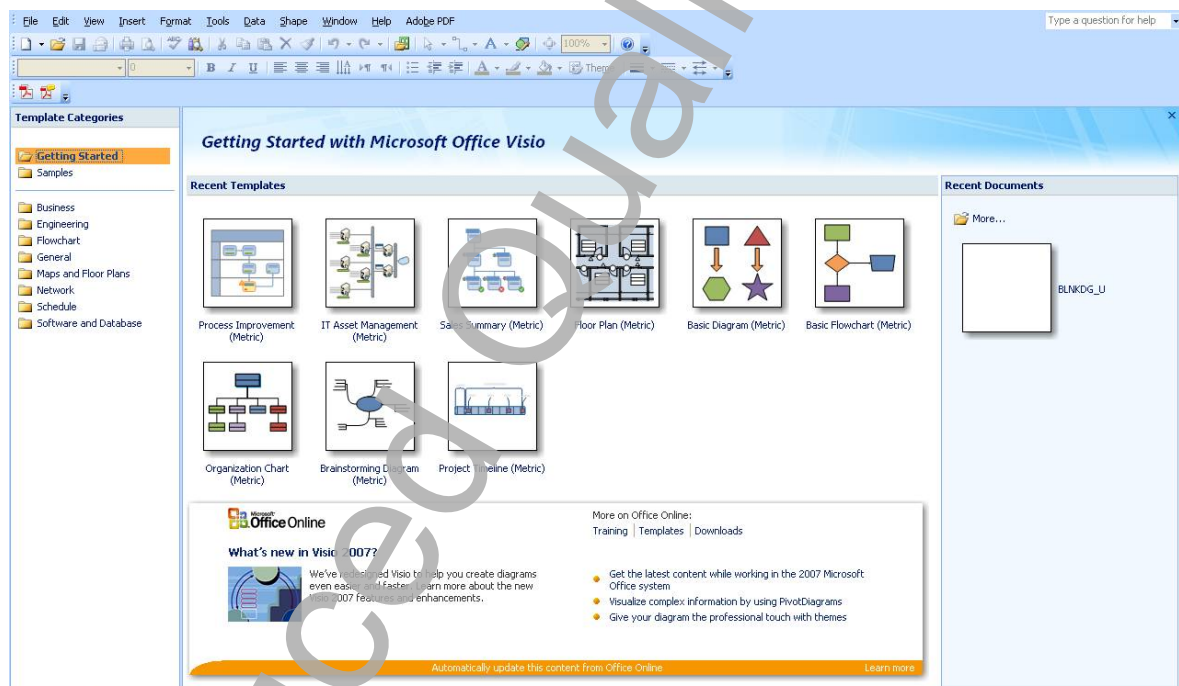
A first look at Visio

Microsoft Visio 2007

- Microsoft Visio 2007 is a tool to create a great variety of drawings ranging from network diagrams to calendars and from office layouts to flowcharts.
- Visio 2007 creates professional visual documents to help analyse and communicate complex information, systems, and processes.
- With Visio 2007 you can improve your understanding of systems and processes, gaining insight into complex information.

Getting Started

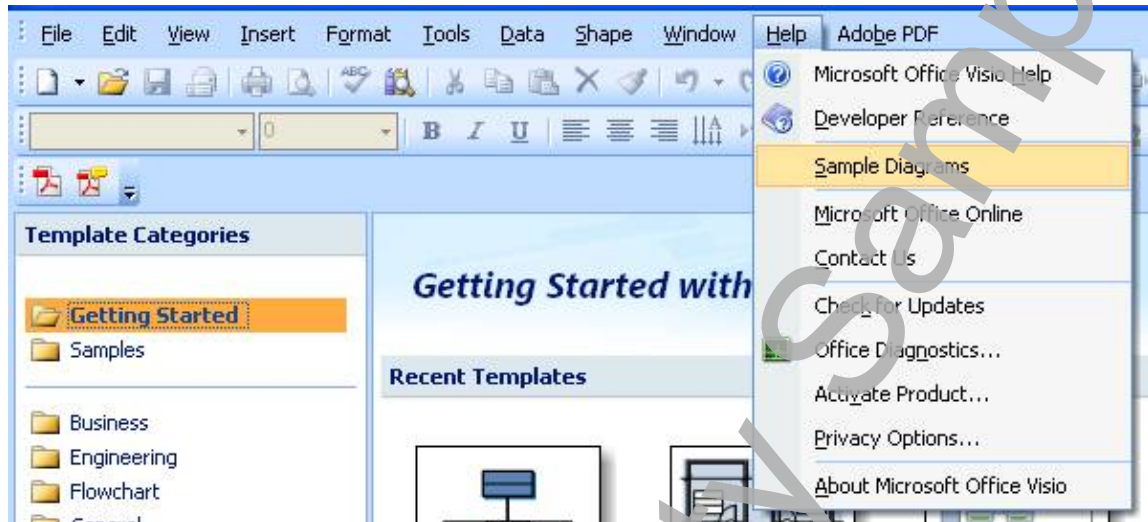
- When you open Visio 2007 the first window that is displayed, by default, is the **Getting Started with Microsoft Office Visio** window.



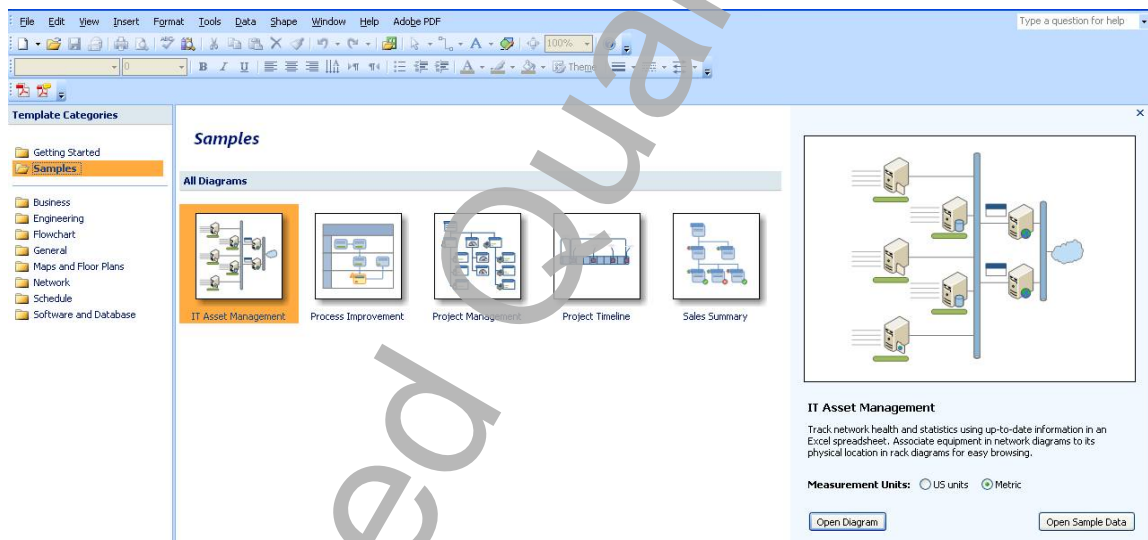
- The **Templates Categories** window on the left displays all the template categories. If you click on a template category, then it will display all the templates related to that category in the main window. You can double click on a template, in the main window, to open and use that template.
- To the right you may see a pane containing details of recently opened files.

Opening a sample file

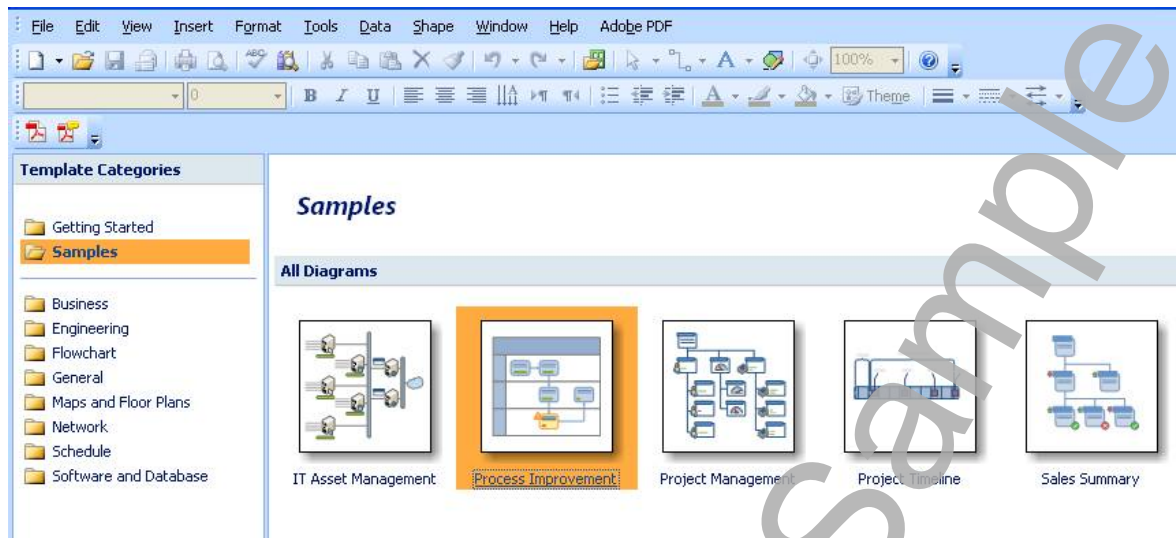
- Before we start delving into creating Visio diagrams, we will first look at a few examples. Click on the **Help** drop down menu and select the **Sample Diagrams** command.



- Your screen will now look like this.



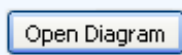
- Click on the **Process Improvement** diagram, as illustrated overleaf.



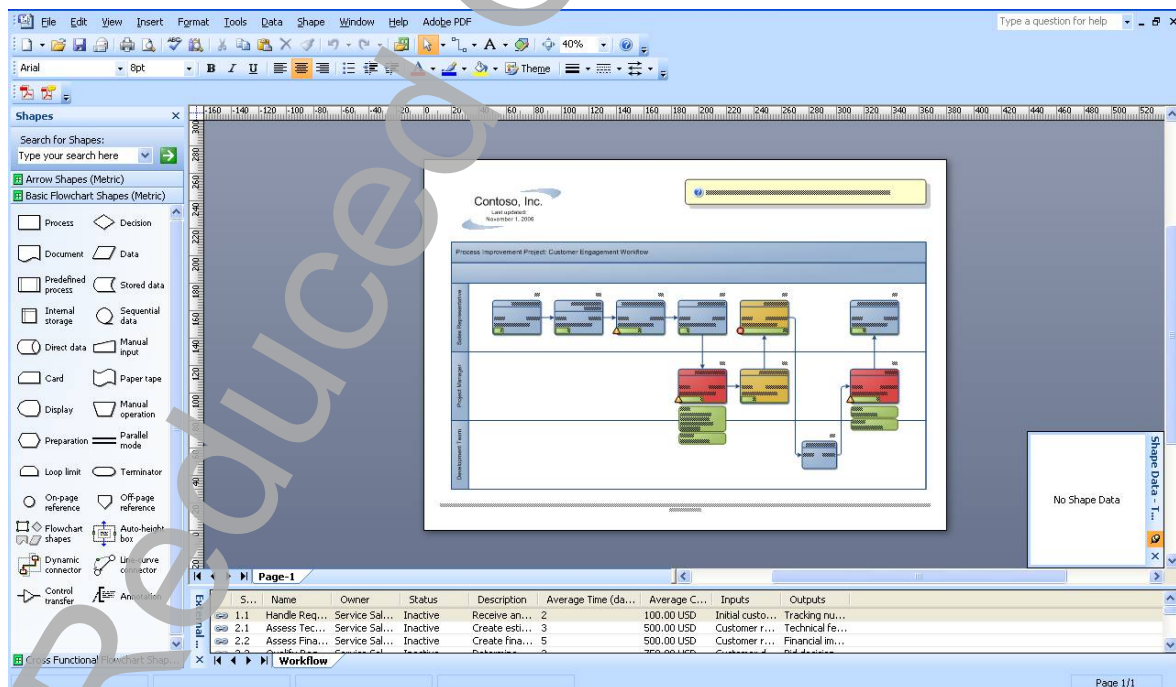
- You will notice that to the right of the screen you can select either the **US units** or **Metric**. By default it selects the unit option based on your Windows Regional settings.

Measurement Units: US units Metric

- Select the measurements for your country and click on the **Open Diagram** button.

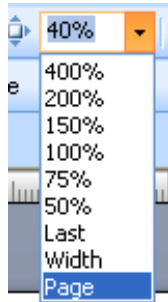


- You will now see the diagram displayed, as illustrated below.



Zooming

- You may find the diagram difficult to read. Click on the **Zoom** drop down box on the **Standard Toolbar** and experiment with selecting a zoom level.



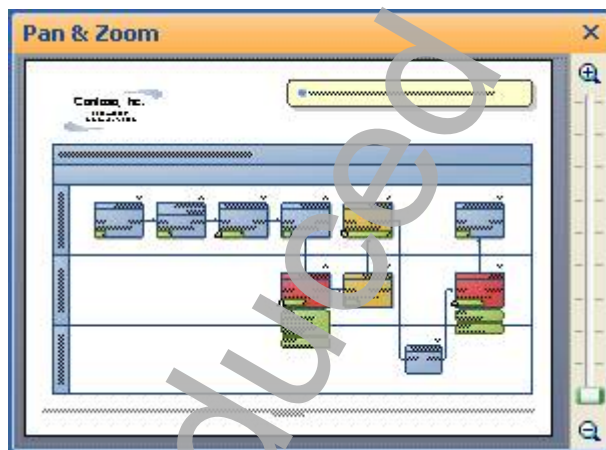
- Set the zoom level to **Page** (as illustrated above), before continuing.

Pan and zoom

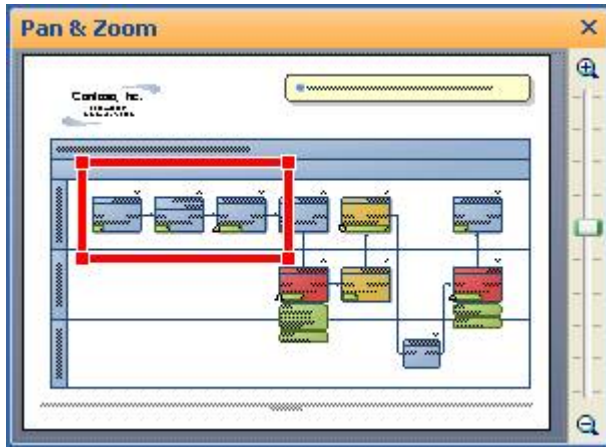
- As well as the zoom control you can also use the **Pan & Zoom** window, to zoom any selected area of your Drawing Page.
- Click on the **View** drop down menu and select the **Pan & Zoom Window** command.



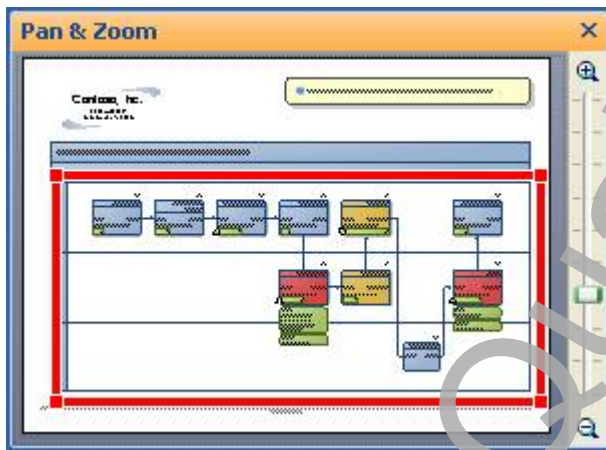
- This will display the **Pan & Zoom** window.



- Click and drag the mouse within the **Pan & Zoom** window to draw the red box, which will be zoomed.



- Your Drawing page will be zoomed to the selected area
- Select another area within the **Pan & Zoom** window, to zoom in to another area of the diagram.
- Try selecting all the items within the dialog box, as illustrated below.



- To close the **Pan & Zoom** window, click on the **Close** button, at the top right of the **Pan & Zoom** window.

