We know **student life can be hectic with packed class schedules, rigorous academic assignments, and competing extracurricular demands. Information overload in class can make it difficult to grasp complex information, and a heavy assignment workload can make it easy to fall behind. Add in group projects, and not only do you have to manage your own workload, but also coordinate time and responsibilities with other team members. Microsoft Office Visio 2007 can help you learn quicker, manage time better, and work more efficiently as a team.**

Visio 2007 offers many premade diagramming shapes and templates that help **quickly and easily visualize, explore, and communicate vast amounts of complex information. But don’t just take our word for it, download a** [**free trial**](http://office.microsoft.com/search/redir.aspx?AssetID=XT101943671033&CTT=5&Origin=HA102404171033) **and our** [**academic shapes bundle**](http://www.visiotoolbox.com) **and experience it first-hand yourself!**

# **Make great looking presentations and reports with premade shapes, templates, and themes**

The included stencils, templates, and themes in Visio 2007 enable students to map out complex ideas and concepts, and visualize in seconds what would otherwise take hours. You can use Visio 2007 to create diagrams such as timelines, mind maps, flow charts, organization charts, cause and effect diagrams, and floor plans.

The custom Chemistry, Mathematics, and Physics shapes in Visio 2007 help take the tedium out of creating commonly used visual notations. For example, a chemistry student might spend countless frustrating hours trying to visually represent equations and organic compounds. With Visio, you can easily drag and drop the appropriate shapes and use AutoConnect to join the shapes with a click. Similarly, a math student can easily represent 3-D geometric shapes, angles, and power functions, and a physics student can use stencils to represent circuit diagrams, light sources and waves, forces, and more.

You can use the built-in themes included with Visio, or create your own custom themes to design professional-looking Visio diagrams by choosing a color or effect (text, fill, shadow, line, and connector formatting) for an entire diagram. Office Visio 2007 uses the same built-in themes as other 2007 Microsoft Office system programs. So, if you apply the same built-in themes in your Visio diagrams that you use in your Microsoft Office Word documents and Microsoft Office PowerPoint presentations, they all match, making it much easier to use the files with one another. Visio 2007 diagrams can also be converted to the PDF format. This makes sharing your diagrams with your classmates and handing in assignments a breeze.

# **Brainstorm ideas and work better as a team**

In addition to diagramming complex ideas, Visio 2007 makes it easy to brainstorm ideas and build mindmaps. The brainstorming capabilities in Visio 2007 can help capture and incorporate each group member’s ideas into the project discussion. The group can then discuss the relative merits of these ideas, and incorporate the best in the assignment, leading to a better final product.

The Track Changes option can help ensure that feedback from other team members is visible to everyone and incorporated into the final assignment. To keep group projects on track, team members can use Visio diagrams to assign and visualize tasks so that everyone has a clear picture of individual and group responsibilities.

# **Start using Visio diagrams**

* [A beginner's guide to Visio 2007](http://office.microsoft.com/en-us/visio/HA102144941033.aspx?pid=CH100650391033)
* [Add and glue connectors with AutoConnect](http://office.microsoft.com/en-us/visio/HA100243921033.aspx)
* [Demo: Build your Visio flowchart in no time with AutoConnect](http://office.microsoft.com/en-us/visio/HA101828911033.aspx)
* [Use Visio with other 2007 Microsoft Office system programs](http://office.microsoft.com/en-us/visio/HA101988651033.aspx)
* [Save a file in PDF format](http://office.microsoft.com/en-us/visio/HA100649921033.aspx)
* [Enrich your meetings with a brainstorming diagram](http://office.microsoft.com/en-us/visio/HA101482791033.aspx)
* [Review changes with Track Markup](http://office.microsoft.com/en-us/visio/HP012315001033.aspx)
* [Apply a professional look to your drawings with themes](http://office.microsoft.com/en-us/visio/HA100518181033.aspx)
* [Demo: Give your diagram a makeover by applying a theme](http://office.microsoft.com/en-us/visio/HA101733751033.aspx)