

Visio 2003 Professional - Level 1

Days of Training: 1

Overview

In this course, students learn fundamental skills while creating several types of diagrams using Microsoft Office Visio Professional.

Prerequisites

Students should be familiar with personal computers and the Windows operating system.

1846LGEE-ILT

Lesson 1: An Overview of Visio

Visio Documents
Elements of the Visio Window
Visio Navigation

Lesson 2: Basic Skills: Creating a Directional Map

Using Stencils
Saving Files
Manipulating Shapes
Adding Text
Stacking Order

Lesson 3: Basic Diagram Skills

Enhancing Productivity
Managing Shapes
Applying Styles

Lesson 4: Flowcharts

Connecting Shapes
Page Styles
Cross-functional Flowcharts

Lesson 5: Organization Charts

Creating an Organization Chart
Organization Chart Data Wizard

Lesson 6: Floor Plan

Creating an Office Layout
Drawing Scale

Visio 2003 Professional - Level 2

Days of Training: 1

Overview

In this course, students expand their Visio 2003 Professional skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.

Prerequisites

Visio 2003 Professional - Level 1

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Lesson 1: Customizing Visio

Working with Toolbars
Working with Windows

Lesson 2: Using the Drawing Tools

Drawing Basics
Advanced Drawing Techniques

Lesson 3: Custom Shapes

Using Custom Shapes
Using Custom Shapes in a Drawing

Lesson 4: Advanced Stencil

Techniques

Custom Stencils
Customizing Stencil Masters
The Document Stencil

Lesson 5: Templates, Styles, and Layers

Working with Templates
Formatting and Linking Shapes
Layers

Lesson 6: Sharing Your Work

Object Linking and Embedding
Working with External Data
Creating HTML Documents
Printing Techniques