

Visio Professional 2003: Basic

1 Day

Description

This course, rated teaches the basic functions and features of Visio Professional 2003. Participants will learn how to work with stencils, objects, flowcharts, and master shapes. They'll learn how to connect shapes, enter and format text, and set file properties. Background pages, detail pages, and Print Preview are also covered.

Course Objectives

- ✓ Work with stencils, objects, flowcharts, and master shapes.
- ✓ Learn how to connect shapes, enter and format text, and set file properties.

Prerequisites

- None

Outline

Exploring the Visio environment

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

Drawing tools

- Drawing objects
- Additional drawing techniques
- Editing objects

Creating basic diagrams

- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization charts

Formatting drawings

- Formatting basics
- Formatting text blocks
- Formatting shapes and lines

Working with pages

- Creating and setting up a new drawing
- Working with background pages
- Working with links
- Printing diagrams

Creating network and brainstorming diagrams

- Network diagramming
- Rack and directory service diagrams
- Brainstorming tools

An introduction to advanced features

- Advanced layout and connection techniques
- Custom properties
- Reporting