

Visio Professional 2003: Advanced

1 Day

Description

This course builds on the fundamentals taught in Visio Professional 2002/2003: Basic. Students will learn how to create, assign, and customize drawing layers, create complex shapes, create and edit formulas and functions, add predefined actions and custom shape behaviors, and create custom stencils. They will also create a custom drawing template, work with styles, and use Web-enabling features. In addition, this course covers integrating Visio drawings with other programs, such as Microsoft Word, PowerPoint, and Outlook. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Course Objectives

- ✓ Create, assign, and customize layers; modify the drawing scales; and add and modify dimension lines.
- ✓ Create complex shapes, create and edit formulas and functions by using special drawing operations, add a predefined action and custom shape behavior to a shape, specify a behavior for double-click action, and create custom stencils.
- ✓ Create block diagrams, flowcharts, organization charts, and project management diagrams.
- ✓ Create and customize a detailed network diagram, generate a report on network data, generate a Web site map and a report of Web site links.
- ✓ Create a program window and system diagram, create a database model diagram, and reverse engineer a table from an existing database.
- ✓ Create and assign a background page, create and apply styles, create a custom template, and create a drawing based on a custom template.
- ✓ Integrate Visio drawings with other programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook and work with Web-enabling features.

Prerequisites

- Visio Professional 2003: Basic or equivalent experience

Outline

Creating technical layouts

Layers

- Creating and assigning a layer
- Customizing layers
- Adding custom shapes to a layer

Drawing scales

- Using and changing the drawing scale
- Manually adding and adjusting shapes
- Using the Custom Properties dialog box

Precision techniques

- Changing size and position settings of a shape
- Creating duplicates of shapes

Dimensioning

- Adding and adjusting dimension connectors
- Setting display units

Calculating and adjusting the area of a room

Advanced custom shape design

Special drawing operations

- Creating complex shapes by using basic shapes
- Creating and editing formulas
- Entering functions

Shape behavior and events

- Adding a predefined action to a shape
- Specifying a behavior for double-click action
- Adding a lock behavior to an image

Custom stencils

- Creating shapes for a stencil
- Adding and editing stencil shapes
- Customizing stencil shapes
- Saving a stencil

Business diagrams

Block diagrams

Creating a block diagram

Flowcharts

Creating a work flow diagram

Creating a cross-functional flowchart

Organization charts

Comparing organization charts

Creating an organization chart by importing data

Project management diagrams

Creating timelines

Creating a PERT chart

Creating a Gantt chart

Network diagrams and Web site mapping

Detailed network diagrams

Creating and customizing a network diagram

Generating a report on network data

Web site maps

Generating a Web site map

Generating a report of Web site links

Software and database diagrams

Documenting software systems

Creating a program window

Drawing a system diagram

Database model diagrams

Creating a database model diagram

Using the Reverse Engineer Wizard

Templates

Templates and styles

Creating and assigning a background page

Creating and applying styles

Editing a style

Custom templates

Creating a custom template

Creating a drawing based on a custom template

Integrating Visio with other programs

Integration with Microsoft Word

Embedding a Visio drawing in a Word document

Linking a drawing

Using the drag-and-drop feature

Integration with PowerPoint presentations

Inserting drawings in PowerPoint

Linking presentations to Visio files

Integration with Microsoft Outlook

Creating calendars

Importing calendar data from Outlook

Working with Web-enabling features

Linking a Visio drawing to a Word document

Converting a drawing to a Web page