

## Visio Professional 2003: Basic

1 day

### Description

This ILT Series course teaches the basic functions and features of Visio Professional 2003. Students 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.

### Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*

### Course Outline

#### **Unit 1: Working with newsletters**

Topic A: Getting started with newsletters

Topic B: Modifying newsletters

#### **Unit 1: Exploring the Visio environment**

Topic A: Visio basics

Topic B: Navigating in Visio

Topic C: Stencil overview

Topic D: Working with objects

#### **Unit 2: Drawing tools**

Topic A: Drawing objects

Topic B: Additional drawing techniques

Topic C: Editing objects

#### **Unit 3: Creating basic diagrams**

Topic A: Planning your diagram

Topic B: Master shapes

Topic C: Connecting shapes

Topic D: Dynamic connectors

Topic E: An introduction to text features

Topic F: Organization charts

#### **Unit 4: Formatting drawings**

Topic A: Formatting basics

Topic B: Formatting text blocks

Topic C: Formatting shapes and lines

#### **Unit 5: Working with pages**

Topic A: Creating and setting up a new drawing

Topic B: Working with background pages

Topic C: Working with links

Topic D: Printing diagrams

#### **Unit 6: Creating network and brainstorming diagrams**

Topic A: Network diagramming

Topic B: Rack and directory service diagrams

Topic C: Brainstorming tools

#### **Unit 7: An introduction to advanced features**

Topic A: Advanced layout and connection techniques

Topic B: Custom properties

Topic C: Reporting