

Visio Professional 2003: Level 1, 2nd Edition + CBT

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Course Length: 1-day (6+ hours)

Prerequisites: Windows 2000 or XP is recommended but not mandatory

What's in Visio Professional 2003: Level 1, 2nd Edition + CBT:

This ILT Series manual 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.

Topic-Level Outline

Unit 1 : Exploring the Visio environment

Topic A: * Visio basics

- A-1: Creating a new file
- A-2: Examining the work area
- A-3: Using interactive Help
- A-4: Getting detailed information about a shape

Topic B: * Navigating in Visio

- B-1: Opening a Visio file
- B-2: Changing view settings
- B-3: Navigating drawing pages

Topic C: * Stencil overview

- C-1: Adding stencils to a drawing
- C-2: Manipulating stencils

Topic D: * Working with objects

- D-1: Selecting and moving an object
- D-2: Selecting multiple objects
- D-3: Selecting and deselecting objects
- D-4: Scaling and resizing an object
- D-5: Saving and closing an existing file

Unit 2 : Drawing tools

Topic A: * Drawing objects

- A-1: Drawing rectangles and squares
- A-2: Drawing ellipses and circles
- A-3: Creating lines and arcs
- A-4: Reshaping and rotating an arc by using control handles
- A-5: Reshaping arcs and lines with the Pencil tool

Topic B: * Additional drawing techniques

- B-1: Working with the Freeform tool
- B-2: Reshaping freeform lines
- B-3: Creating and reshaping compound lines
- B-4: Creating compound lines with the Pencil tool
- B-5: Duplicating objects
- B-6: Using F4 as a repeat key

Topic C: * Editing objects

- C-1: Aligning objects
- C-2: Distributing objects
- C-3: Aligning connected shapes
- C-4: Grouping shapes
- C-5: Rotating an object

Unit 3 : Creating basic diagrams

Topic A: * Planning your diagram

- A-1: Discussing diagram planning

Topic B: * Master shapes

- B-1: Placing shapes
- B-2: Adding shapes with the Stamp tool

Topic C: * Connecting shapes

- C-1: Using the Connector tool
- C-2: Using the Connect Shapes command
- C-3: Adjusting connection lines
- C-4: Connecting shapes automatically
- C-5: Using connector shapes

Topic D: * Dynamic connectors

- D-1: Working with dynamic connectors
- D-2: Rerouting dynamic connectors
- D-3: Creating a fork

Topic E: * An introduction to text features

- E-1: Creating and editing a text block label
- E-2: Working with text paragraphs
- E-3: Adding text to shapes
- E-4: Adding text to a line

E-5: Adjusting text blocks

E-6: Rotating text blocks by using the Text Block tool

Topic F: * Organization charts

- F-1: Creating an organization chart
- F-2: Modifying the layout of an organization chart

Unit 4 : Formatting drawings

Topic A: * Formatting basics

- A-1: Formatting text
- A-2: Applying a text style
- A-3: Formatting text by using the Text dialog box

Topic B: * Formatting text blocks

- B-1: Formatting a text block
- B-2: Applying paragraph formatting to a text block
- B-3: Adding bullets to a text block

Topic C: * Formatting shapes and lines

- C-1: Formatting shapes
- C-2: Adding a fill pattern to a shape
- C-3: Using the Format Painter
- C-4: Changing the color and pattern of lines
- C-5: Using the Line dialog box

Unit 5 : Working with pages

Topic A: * Creating and setting up a new drawing

- A-1: Creating a new file and setting file properties
- A-2: Defining printer settings and page size
- A-3: Setting page properties

Topic B: * Working with background pages

- B-1: Creating a background page
- B-2: Adding fields to a background page
- B-3: Applying a background page
- B-4: Editing a background page
- B-5: Inserting a graphic

Topic C: * Working with links

- C-1: Adding detail pages
- C-2: Adding a hyperlink
- C-3: Linking multiple files to a shape
- C-4: Linking to an Excel file

Topic D: * Printing diagrams

- D-1: Adding a header in Print Preview
- D-2: Printing a diagram

Unit 6 : Creating network and brainstorming diagrams

Topic A: * Network diagramming

- A-1: Using topology shapes in a network diagram
- A-2: Moving a control handle
- A-3: Adding and connecting shapes
- A-4: Moving a text block interactively

Topic B: * Rack and directory service diagrams

- B-1: Creating a rack diagram
- B-2: Connecting objects in a directory service diagram

Topic C: * Brainstorming tools

- C-1: Creating a brainstorming diagram
- C-2: Exporting brainstorming diagram data to an XML file
- C-3: Importing XML file data to a brainstorming diagram

Unit 7 : An introduction to advanced features

Topic A: * Advanced layout and connection techniques

- A-1: Using guides
- A-2: Adjusting guides
- A-3: Adding connection points

A-4: Selecting objects by type

A-5: Connecting shapes to new connection points

A-6: Changing Snap & Glue settings

Topic B: * Custom properties

- B-1: Adding data to shapes
- B-2: Creating custom property sets
- B-3: Applying user-defined custom properties

Topic C: * Reporting

- C-1: Creating a report
- C-2: Running a report
- C-3: Updating a report
- C-4: Formatting a report shape
- C-5: Modifying a report