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Microsoft®
GOLD CERTIFIED

Partner

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACC02 000 077

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Visio Professional 2003: Level 2 + CBT

Publisher: CourseILT

Code: 1423913841

ISBN: 1423913841

Version: 2

Course Length: 1-day (6+ hours)

Prerequisites: Visio Professional 2003: Level 1

What's in Visio Professional 2003: Level 2+ CBT:

This ILT Series manual teaches the advanced functions and features of Visio Professional 2003. Students will learn how to work with technical layouts, advanced custom shape design, business diagrams, network diagrams and Web site mapping, software and database diagrams, templates, integrating Visio with other programs.

Topic-Level Outline

Unit 1 : Creating technical layouts

Topic A: * Layers

- A-1: Creating and assigning a layer
- A-2: Customizing layers
- A-3: Adding custom shapes to a layer

Topic B: * Drawing scales

- B-1: Using and changing the drawing scale
- B-2: Manually adding and adjusting shapes
- B-3: Using the Custom Properties dialog box

Topic C: * Precision techniques

- C-1: Changing size and position settings of a shape
- C-2: Creating duplicates of shapes

Topic D: * Dimensioning

- D-1: Adding and adjusting dimension connectors
- D-2: Setting display units
- D-3: Calculating and adjusting the area of a room

Unit 2 : Advanced custom shape design

Topic A: * Special drawing operations

- A-1: Creating complex shapes by using basic shapes
- A-2: Creating and editing formulas
- A-3: Entering functions

Topic B: * Shape behavior and events

- B-1: Adding a predefined action to a shape
- B-2: Specifying a behavior for double-click action
- B-3: Adding a lock behavior to an image

Topic C: * Custom stencils

- C-1: Creating shapes for a stencil
- C-2: Adding and editing stencil shapes
- C-3: Customizing stencil shapes
- C-4: Saving a stencil

Unit 3 : Business diagrams

Topic A: * Block diagrams

- A-1: Creating a block diagram

Topic B: * Flowcharts

- B-1: Creating a work flow diagram
- B-2: Creating a cross-functional flowchart

Topic C: * Organization charts

- C-1: Comparing organization charts
- C-2: Creating an organization chart by importing data

Topic D: * Project management diagrams

- D-1: Creating timelines
- D-2: Creating a PERT chart
- D-3: Creating a Gantt chart

Unit 4 : Network diagrams and Web site mapping

Topic A: * Detailed network diagrams

- A-1: Creating and customizing a network diagram
- A-2: Generating a report on network data

Topic B: * Web site maps

- B-1: Generating a Web site map
- B-2: Generating a report of Web site links

Unit 5 : Software and database diagrams

Topic A: * Documenting software systems

- A-1: Creating a program window
- A-2: Drawing a system diagram

Topic B: * Database model diagrams

- B-1: Creating a database model diagram
- B-2: Using the Reverse Engineer Wizard

Unit 6 : Templates

Topic A: * Templates and styles

- A-1: Creating and assigning a background page
- A-2: Creating and applying styles
- A-3: Editing a style

Topic B: * Custom templates

- B-1: Creating a custom template
- B-2: Creating a drawing based on a custom template

Unit 7 : Integrating Visio with other programs

Topic A: * Integration with Microsoft Word

- A-1: Embedding a Visio drawing in a Word document
- A-2: Linking a drawing
- A-3: Using the drag-and-drop feature

Topic B: * Integration with PowerPoint presentations

- B-1: Inserting drawings in PowerPoint
- B-2: Linking presentations to Visio files

Topic C: * Integration with Microsoft Outlook

- C-1: Creating calendars
- C-2: Importing calendar data from Outlook

Topic D: * Working with Web-enabling features

- D-1: Linking a Visio drawing to a Word document
- D-2: Converting a drawing to a Web page