

Visio 2003 Professional

Course Description

This course is designed for people who wish to learn the basic concepts for creating flowcharts, and basic network diagrams. This includes learning the basics for using and creating shapes, printing drawings, creating custom stencils, and many time-saving shortcuts and techniques designed to increase user productivity.

Getting Started

- Learning Your Way Around
- Visio Professional Overview
- Starting A New File
- The Interface
- Standard File Types
- Changing View Settings
- Panning Across The Page
- Navigating Pages
- Opening Additional Stencils
- Manipulating Stencils
- Selection Techniques
- Scaling And Resizing Objects

Basic Techniques

- Drawing Tools Overview
- Drawing Closed Shapes
- Creating Open Shapes
- Reshaping With the Pencil Tool
- Drawing Compound Lines
- Drawing with Precision
- Size and Position Window
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis of connected drawings
- Rotating Objects

Basic Flow Diagrams

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Adding Shapes with The Rubber Stamp Tool
- Connecting Shapes
- Using the Connector Tool
- The Connect Shapes Command
- Adjusting Connection Lines
- Connecting Shapes Automatically
- Basic Text Features
- Adding Text to Shapes
- Adding Text to Lines
- Adjusting Text Blocks
- Rotating Text Blocks

Formatting Basics

- Formatting Text
- Formatting Text Blocks
- Formatting Shapes
- Formatting Lines
- Adding A Background Shape
- Dynamic Connectors Basic
- Network Diagramming

Starting a New File

- Setting File Properties
- Page Setup
- Creating and Applying Background Pages
- Adding Fields
- Importing Graphics
- Using Typology Shapes
- Connecting Ethernet Shapes
- Adding Detail Pages
- Linking Diagrams
- Creating Hyperlinks
- Going to a Specified Link Location
- Linking to multiple files
- Linking to Other File Types
- Printing Your Charts

Diagramming and Data

- Using Guides
- Adding Connection Points
- Selecting Object Types
- Connecting Shapes
- Setting Layout and Routing Options
- Setting Snap and Glue Options
- Changing Glue settings
- Adding Shape Data
- Creating Custom Properties
- Setting Unique Custom Properties
- Custom Properties in Shapes
- Custom Formulas for Fields
- Working with Spreadsheet Data

Creating Custom Stencils

- Creating Custom Stencils
- The Stencil Toolbar
- Creating New Shapes
- Adding Shapes to the Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving the Stencil
- Using the Custom Stencil

Duration:

1-Day

Audience:

Students will learn how to fully utilize Visio's drawing features to create professional-looking drawings with increased efficiency. Each project gives you challenging business problems to solve while learning how to create diagrams. Many of the techniques demonstrate the most efficient ways to create diagrams and manage your drawings.

Pre-requisites:

Participants must have basic windows knowledge.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support

Adelaide Office:

Level 11
90 King William Street
ADELAIDE SA 5000

Melbourne Office:

Level 1, Suite 2
902 Mt Alexander Road
ESSENDON VIC 3040