
Visio 2002 Standard: Introduction

Prerequisite: Introduction to Windows or equivalent knowledge.

Duration: 1 Day

What's in Visio 2002 Standard: Introduction?

T&E's *Visio 2002 Standard: Introduction* is a course designed to introduce the fundamental skills while creating several types of diagrams using Visio 2000 Standard. Students learn how to create a directional map, a block diagram, a basic and cross-functional flowchart; techniques to drag/manipulate Visio master shapes; create connections between shapes, and apply styles to shapes, text and pages. Students will generate an organization chart from imported data and edit custom properties. Students also learn shortcuts to enhance productivity and use unique tools designed for each type of drawing.

Topics Include:

An Overview of Visio

- Visio Documents
 - Templates and Documents
- Elements of the Visio Window
- Visio Navigation
 - Scrolling and Zooming
 - Using the Pan & Zoom Window
 - Anchor and Autohide

Creating a Directional Map

- Using Stencils
 - Dragging Shapes from Stencils
 - Managing Stencils and Finding Shapes
- Saving Files
 - Drawing Properties
 - Viewing Drawing Properties
- Manipulating Shapes
 - Resizing and Relocating with Precision
 - Rotating Shapes
 - Copying Shapes
 - Connecting Roads
 - Using Connector Roads

Flowcharts

- Connecting Shapes
 - Connecting On Drop
 - Cloning Shapes
 - Point-to-Point Connections
 - Routing Connectors
 - Line-Curve Connectors
 - Using Extra Connections
- Page Styles
 - Using Borders and Titles
 - Renaming Shapes
 - Adding and Editing Backgrounds
 - Applying Color Schemes
- Cross-Functional Flowchart Setup
 - Filling Out a Cross-Functional Flowchart

Organization Charts

- Creating an Organization Chart
 - Adding Subordinate Shapes
 - Adding Multiple Shapes
 - Arranging Subordinates
 - Editing Custom Properties

Changing Road Thickness

Adding a Custom Property

Adding Text

Organization Chart Data Wizard

Adding Text to Shapes

Navigating a Multi-Page Organization Chart

Rotating Text Separately

Hiding Subordinates

Editing Text

Breaking Down an Organization Chart

Formatting Shape Text

Navigating Linked Pages

Adding Stand-Alone Text

Changing Styles

Stacking Order

Changing Spacing

Changing the Stacking Order

Completing the Directional Map

Basic Diagram Skills

Enhancing Productivity

Hiding Connection Points and the Grid

Repeat Duplication

Manual Numbering with the Number
Shapes Macro

Automatically Numbering New Shapes

Managing Shapes

Grouping Shapes

Aligning Shapes

Distributing Shapes

Applying Styles

Changing Line Styles

Text and Fill Colors

Creating Custom Colors

Adding Patterns

Adding Drop Shadows

Completing the Block Diagram