

---

# Visio 2003 Professional: Advanced

---

**Prerequisite:** Visio 2003 Professional: Introduction for Windows.

**Duration:** 1 Day

## What's in Visio 2003 Professional: Advanced?

T&E's *Visio 2003 Professional: Advanced* is a course designed for students who want to learn the advanced skill using Visio 2003 Professional. Students will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

### Topics Include:

#### Customizing Visio

- Working with Toolbars
- Working with Windows

#### Using the Drawing Tools

- Drawing Basics
- Advanced Drawing Techniques

#### Custom Shapes

- Using Custom Shapes
- Using Custom Shapes in a Drawing

#### Advanced Stencil Technique

- Custom Stencils
- Customizing Stencil Masters
- The Document Stencil

#### Templates, Styles, and Layers

- Working with Templates
- Formatting and Linking Shapes
- Layers

#### Sharing Your Work

- Object Linking and Embedding
- Working with External Data
- Creating HTML Documents
- Printing Techniques