
Visio 2003 Professional: Introduction

Prerequisite: Introduction to Windows or equivalent knowledge.

Duration: 1 Day

What's in Visio 2003 Professional: Introduction?

T&E's *Visio 2003 Professional: Introduction* is a course designed for students to learn fundamental skills while creating several types of diagrams using Visio 2003 Professional. Students will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As these drawings are being created, students will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text and pages. Students will also generate an organization chart from imported data and edit customer properties to store additional information in the diagrams. When students complete this course, they will have learned shortcuts to enhance productivity and use unique tools designed for each type of drawing.

Topics Include:

An Overview of Visio

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

Creating a Directional Map

- Using Stencils
- Saving Files
- Manipulating Shapes
- Adding Text
- Stacking Order

Basic Diagram Skills

- Enhancing Productivity
- Manipulating Shapes
- Applying Styles

Flowcharts

- Connecting Shapes
- Page Styles
- Cross-Functional Flowchart Setup

Organization Charts

- Creating an Organization Chart
- Organization Chart Data Wizard

Floor Plan

- Creating an Office Layout
- Drawing Scale