

# **Visio® 2003 Professional: Level 1**

Course length: 1 day

## **Course Description**

In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

**Prerequisites:** We designed *Visio 2003 Professional: Level 1* for the student who has little or no experience using Visio 2003 Professional, and who needs to learn the basic skills that are necessary in order to begin to use this program effectively.

Before taking this course, you should have a basic understanding of your operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

## **Performance-Based Objectives**

- Identify the various types of drawings you can create using Visio and navigate in a Visio document.
- Drag shapes from Visio stencils and resize, rotate, align, and transform them.
- Increase your productivity with smart features, such as numbering shapes automatically, duplicating shapes quickly, and grouping and aligning.
- Create a flowchart or a cross-functional flowchart.
- Create an organization chart manually or generate one from a text file.
- Create an office floor plan to scale.

## **Course Content**

### **Lesson 1: An Overview of Visio**

Topic 1A: Visio Documents

Topic 1B: Elements of the Visio Window

Topic 1C: Visio Navigation

### **Lesson 2: Basic Skills: Creating a Directional Map**

Topic 2A: Using Stencils

Topic 2B: Saving Files

Topic 2C: Manipulating Shapes

Topic 2D: Adding Text

Topic 2E: Stacking Order

### **Lesson 3: Basic Diagram Skills**

Topic 3A: Enhancing Productivity

Topic 3B: Managing Shapes

Topic 3C: Applying Styles

### **Lesson 4: Flowcharts**

Topic 4A: Connecting Shapes

Topic 4B: Page Styles

Topic 4C: Cross-functional Flowcharts

### **Lesson 5: Organization Charts**

Topic 5A: Creating an Organization Chart

Topic 5B: Organization Chart Data Wizard

### **Lesson 6: Floor Plan**

Topic 6A: Creating an Office Layout

Topic 6B: Drawing Scale