

Visio 2003 Professional: Level 2

Course length: 1 day

Course Description

In this course, you will expand on the knowledge you gained in the *Visio 2003 Professional: Level 1* course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Visio 2003 Professional: Level 1 for Windows*

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

Performance-Based Objectives

- Open and manipulate toolbars and stencil windows in the work area.
- Change background settings to enhance specific drawings.
- Use the drawing tools and Operation command features to create new custom shapes.
- Integrate both simple and complex custom shapes in a drawing.
- Create new masters in a stencil and edit masters.
- Use the Document stencil to quickly take inventory of all the shapes used in a drawing.
- Create a new custom template and use it to quickly create a drawing.
- Create and use styles to quickly format multiple shapes in a drawing.
- Use layers to organize and control shapes in a drawing.
- Link a Visio drawing within a Microsoft Word document and update any changes.
- Link shapes in a drawing to information contained in an external database.
- Convert a drawing to a Web page.
- Use several techniques for preparing a drawing for printing.

Course Content

Lesson 1: Customizing Visio

Topic 1A: Working with Toolbars

Topic 1B: Working with Windows

Lesson 2: Using the Drawing Tools

Topic 2A: Drawing Basics

Topic 2B: Advanced Drawing Techniques

Lesson 3: Custom Shapes

Topic 3A: Using Custom Shapes

Topic 3B: Using Custom Shapes in a Drawing

Lesson 4: Advanced Stencil Techniques

Topic 4A: Custom Stencils

Topic 4B: Customizing Stencil Masters

Topic 4C: The Document Stencil

Lesson 5: Templates, Styles, and Layers

Topic 5A: Working with Templates

Topic 5B: Formatting and Linking Shapes

Topic 5C: Layers

Lesson 6: Sharing Your Work

Topic 6A: Object Linking and Embedding

Topic 6B: Working with External Data

Topic 6C: Creating HTML Documents

Topic 6D: Printing Techniques