



This class teaches the basic functions and features of Microsoft Office Visio Professional 2003. Students will learn how to work with stencils, objects, flowcharts, and master shapes. They'll learn how to connect shapes, enter and format text and set file properties. Background pages, detail pages, and Print Preview are also covered.

Microsoft Office Visio 2003: Basic is a two-part class. Each part is four hours. You must enroll in both Part 1 and Part 2.

PREREQUISITES

- Microsoft Windows Introduction or equivalent experience

CONTENT

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects
- Drawing objects
- Additional drawing techniques
- Editing objects
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization charts
- Formatting basics
- Formatting text blocks
- Formatting shapes and lines
- Creating and setting up a new drawing
- Working with background pages
- Working with links
- Network diagramming
- Rack and directory service diagrams
- Advanced layout and connection techniques
- Custom properties
- Reporting