

MS Visio 2003 Module 1

Duration: 1 Day Using Watsonia manual INF425

- Outcome:** At the completion of this course participants will be able to:
- understand what Visio is used for and how to start and close Visio
 - work with shapes
 - work with text
 - connect shapes using connector lines
 - work with page tools
 - change the size and position of shapes
 - apply a range of formats to shapes
 - work with multiple page drawings
 - use styles to store and apply formatting attributes
 - use print preview and print drawings.
 - advanced shapes and stencils
 - Visio and project management
 - using your data in drawings

Prerequisites This course assumes no prior knowledge of Microsoft Visio 2003. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

- Content:**
- **Visio 2003 Essentials**
 1. Starting Microsoft Visio 2003
 2. Creating A Blank Drawing From A Template
 3. The Visio 2003 Screen
 4. The Menu Bar
 5. Using Menu Commands
 6. Using Keyboard Shortcuts
 7. Using The Toolbars
 8. ScreenTips
 9. Opening Stencils
 10. Working With Stencils
 11. Saving A New Drawing
 12. Exiting From Visio
 - **Shapes**
 1. Placing Shapes From Stencils
 2. Stamping Shapes
 3. Selecting Shapes
 4. Moving Shapes
 5. Duplicating Shapes
 6. Aligning Shapes
 7. Distributing Shapes
 8. Grouping Shapes
 - **Working With Text**
 1. Adding Text To Shapes

2. Formatting Text In Shapes
 3. Selecting And Editing Text
 4. Creating A Heading
 5. Creating A Text Block
 6. Aligning Text
 7. Spell Checking Text
- **Getting Connected**
 1. Connecting Shapes
 2. Connecting Shapes Manually
 3. Connecting Shapes Automatically
 4. Connecting Selected Shapes
 5. Adding Text To Connector Lines
 6. Changing Line Direction
 7. Manipulating Connector Lines
 8. Formatting Connector Lines
 - **Page Tools**
 1. Page Tools Reference
 2. Zooming
 3. The Pan & Zoom Window
 4. Displaying Grids And Rulers
 5. Changing Grids And Rulers
 6. Setting Guides And Guide Points
 7. Using Guides And Guide Points
 8. Working With Rulers
 9. Changing The Scaling
 10. The Drawing Explorer
 - **Size And Position**
 1. Resizing Shapes Manually
 2. Resizing Shapes Precisely
 3. Changing Shape Proportions
 4. Using Snap & Glue
 5. Positioning A Shape Precisely
 6. Rotating Shapes Precisely
 7. Free Rotating
 8. Flipping Shapes
 9. Changing The Order Of Shapes
 - **Formatting Shapes**
 1. Formatting With The Menu
 2. Formatting With The Toolbars
 3. Using The Format Painter
 4. Adding Shadows To Shapes
 5. Protecting Shapes
 - **Working With Pages**
 1. Naming Pages
 2. Inserting Pages
 3. Navigating Through Pages
 4. Changing Page Order
 5. Page Orientation
 6. Rotating Pages

7. Setting A Background
 8. Centering Content On A Page
 9. Deleting Pages
- **Styles**
 1. Styles Explained
 2. Redefining Existing Styles
 3. Modifying The Connector Style
 4. Defining A New Style
 5. Applying A Style
 6. Basing One Style On Another Style
 7. Partial Styles
 8. Deleting Styles
 - **Printing**
 1. Using Print Preview
 2. Creating Headers And Footers
 3. Print Setup Options
 4. Printing Options
 5. Changing Page Size
 - **Advanced Shapes and Stencils**
 1. Understanding Visio shapes and masters
 2. The document stencil
 3. Develop a new master from scratch
 4. Add search keywords to a custom master shape
 5. About custom shape behaviour
 6. Add a link to a shape or page
 7. About layers
 - **Visio and Project Management**
 1. Document a project brainstorming session
 2. Turn your Visio process diagram into an information portal
 3. Document cross-team collaboration
 4. Create project team org charts
 5. share process diagrams with workers who don't use VisioPresent your MS Project schedule using Visio
 - **Using your Data in Drawings**
 1. Using data in shapes
 2. Creating text fields to display information
 3. Creating reports from data
 4. Linking Shapes and Drawings to Databases