

# Microsoft Visio 2003

## Course Aims

This course is directed to new and current users of Visio 2003 who want to create either simple or elaborate design layouts. Our trainer-led training at COMAT is highly informative and practical. Trainees are assured of quality training to help facilitate their learning.

## Pre-requisites

An understanding of Windows will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 15 Hours	9:00 am to 5:30 pm

### Module 1. INTRODUCTION TO VISIO 2003

- What is Visio 2003
- System Requirements
- Understanding Visio 2003

- Ungrouping Shapes
- Aligning Shapes
- Distributing Shapes
- Protecting Shapes
- Aligning With Guides

### Module 2. GETTING STARTED WITH VISIO 2003

- Starting Visio 2003
- Choosing the Type of Drawing
- Elements of Visio Interface
- Using Stencils
- Saving Files With Different Options
- Opening Files
- Browsing Sample Drawings
- Adjusting the View
- Closing Files
- Quitting Visio 2003

### Module 6. WORKING WITH CONNECTORS

- Adding Connection Points to Shapes
- Connecting Shapes
- Display Line Jumps on Crossing Connectors
- Setting Glue To Main Shape Connections

### Module 3. CREATING SHAPES

- Information About Shapes
- Drawing Shapes, Sizing and Editing Shapes
- Revising Shapes
- Duplicating a Shape
- Rotate and Flipping Shapes
- Stacking order of Shapes
- Formatting shapes
- Creating Patterned Fills and Shadows
- Using the Find Shape Pane

### Module 7. CREATING DRAWING IN PAGES

- Creating A New Page
- Viewing Pages
- Resizing Pages
- Setting The Measurement Units
- Setting Gridlines Options
- Creating a Background Page
- Assigning A Background To A Page
- Removing The Background From A Page

### Module 4. WORKING WITH TEXT

- Typing Text in Shapes
- Rotating Text Blocks
- Creating Free-Standing Text
- Formatting Text
- Using Fields

### Module 8. PRINTING IN VISIO 2003

- Print Preview
- Setting Margins
- Scale Printing
- Printing a Drawing
- Setting A Shape As Non – Printing Shape

### Module 5. VISIO TECHNIQUES

- Joining and Breaking Shapes
- Uniting Shapes
- Combining Shapes
- Fragmenting Shapes
- Intersect
- Subtract
- Joining
- Trim
- Offset
- Grouping Shapes

### Module 9. CREATING MASTER SHAPES

- Opening Stencils For Editing
- Creating A New Master Shape
- Revising An Existing Master Shape
- Deleting Master Shapes
- Creating Custom fill and Line Pattern
- Applying Custom Fill Patterns

### Module 10. LESSON 10 - CREATING FLOWCHARTS AND ORGANIZATION CHARTS

- Understanding Flowchart Diagrams
- Using the Basic Flowchart Template
- Numbering Shapes
- Creating A Cross-functional Flowchart
- Creating Visio Organization Charts
- Changing the Layout of Shapes
- Applying Color Schemes and Backgrounds

# Microsoft Visio 2003

- Generating Reports From Organization Charts

## Module 11. PROJECT SCHEDULING

- Scheduling With Visio 2003
- Using the Calendar Template
- Creating Timelines
- Creating Pert Charts
- Creating Gantt Charts

## Module 12. LESSON 12 - CREATING BUILDING PLANS AND USING LAYERS

- Creating Office Layouts
- Understanding Layers
- Creating A Layer
- Assigning A Shape To A Layer
- Hiding A Layer
- Removing Layers

## Module 13. WORKING WITH CUSTOM PROPERTIES

- Defining Custom Properties
- Adding New Custom Properties
- Creating An Asset Report

## Module 14. LESSON 14 - CREATING SIMPLE NETWORK DIAGRAMS

- Creating A Network Diagram

## Module 15. USING VISIO 2003 WITH OTHER OFFICE COMPONENTS

- Understanding Object Embedding and Linking
- Embedding An Object
- Linking An Object
- Creating Visio Diagrams in Microsoft Word
- Using Visio Diagrams In PowerPoint Presentations
- Exporting Data To Microsoft Excel
- Importing Data From Microsoft Excel

## Module 16. LESSON 16 - LINKING AND INTERNET

- Working With Hyperlinks
- Changing Hyperlinks
- Saving As a Web Page
- Generating A Web Site Map

## Module 17. REVIEW EXERCISES

- Review 1 – Getting Started
- Review 2 – Creating Shapes And Working With Text
- Review 3 – Visio Techniques
- Review 4 – Flowcharts
- Review 5 – Organization Charts
- Review 6 – Creating Building Plans
- Review 7 – Working With Layers
- Review 8 – Working With Custom Properties