

Microsoft Visio 2003 Fundamentals

Overview

The skills and knowledge acquired in Microsoft Visio 2003 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Visio 2003 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Visio 2003 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Visio 2003 Fundamentals you should 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
- create organisational charts
- apply special techniques to work with organisational charts
- work with organisation chart data

Course Duration is 1 Day

Course Code: V5M1

Topics

Visio 2003 Essentials

- Starting Microsoft Visio 2003
- Creating A Blank Drawing From A Template
- The Microsoft Visio 2003 Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- ScreenTips
- Opening Stencils
- Working With Stencils
- Saving A New Drawing
- Exiting From Visio

Shapes

- Placing Shapes From Stencils
- Stamping Shapes
- Selecting Shapes
- Moving Shapes
- Duplicating Shapes
- Aligning Shapes
- Distributing Shapes
- Grouping Shapes

Working With Text

- Adding Text To Shapes
- Formatting Text In Shapes
- Selecting And Editing Text
- Creating A Heading
- Creating A Text Block
- Aligning Text
- Spell Checking Text

Getting Connected

- Connecting Shapes
- Connecting Shapes Manually
- Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines
- Changing Connector Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines

Page Tools

- Page Tools Reference
- Zooming
- The Pan & Zoom Window
- Displaying Grids And Rulers
- Changing Grids And Rulers
- Using Guides And Guide Points
- Working With Rulers
- Changing The Scaling
- The Drawing Explorer

Size And Position

- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Using Snap And Glue
- Positioning A Shape Precisely
- Rotating Shapes Precisely
- Free Rotating
- Flipping Shapes

Changing The Order Of Shapes

Formatting Shapes

- Formatting With The Menu
- Formatting With The Toolbars
- Using The Format Painter
- Adding Shadows To Shapes
- Protecting Shapes

Working With Pages

- Naming Pages
- Inserting Pages
- Navigating Through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting A Background
- Centering Content On A Page
- Deleting Pages

Styles

- Styles Explained
- Redefining Existing Styles
- Modifying The Connector Style
- Defining A New Style
- Applying A Style
- Basing One Style On Another Style
- Partial Styles
- Deleting Styles

Printing

- Using Print Preview
- Creating Headers And Footers
- Print Setup Options
- Printing Options
- Changing Page Size

Organisation Charts

- Adding Single Shapes
- Adding Multiple Shapes
- Adding Text To Shapes
- Adding A Title
- Converting A Shape
- Changing The Layout Of Shapes
- Changing The Spacing Of Shapes
- Creating A Team
- Changing The Order Of Shapes

Organisation Chart

Techniques

- Applying An Org Chart Theme
- Locating A Person
- Adding Custom Properties Data
- Creating Custom Properties
- Creating A Custom Shape And Stencil
- Master Shape Custom Properties

Organisation Chart Data

- Exporting Data
- Creating Charts From Spreadsheets
- Comparing Versions
- Creating Synchronised Copies
- Synchronising Relationships

learning excellence, positive engagement...