

# Visio 2003 Professional: Level 1

## **1 day course**

### **Course length**

1 day.

### **Overview**

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout.

### **Prerequisites**

Little or no experience using Visio is required. You should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

### **Benefits**

You will learn basic Visio techniques and shortcuts to enhance your productivity, and how to use the unique tools designed for each type of drawing.

### **Target student**

Anyone needing to create basic business graphics using Visio.

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## **Course Content:**

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#### **An Overview of Visio**

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

#### **Basic Skills**

- Using Stencils
- Saving Files
- Manipulating Shapes
- Adding Text
- Stacking Order

#### **Diagram Skills**

- Enhancing Productivity
- Managing Shapes
- Applying Styles

#### **Flowcharts**

- Connecting Shapes
- Page Styles
- Cross-Functional Flowcharts

#### **Organization Charts**

- Creating an Organization Chart
- Organization Chart Data Wizard
- Navigating Linked Pages

#### **Floor Plan**

- Creating an Office Layout
  - Drawing Scale
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