

# Visio 2003 Professional: Advanced

1 Day

## Description

In this course, you will expand on the knowledge you gained in the Visio 2003 Professional: Basic course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

## Prerequisites

To ensure your success, we recommend you first take the following or have equivalent knowledge:

- ✓ Visio 2003 Professional:Basic

## Objectives

- ✓ Create technical layouts using layers, scales and precision techniques
- ✓ Change background settings to enhance specific drawings.
- ✓ Use the drawing tools and operation command features to create new custom shapes.
- ✓ Integrate both simple and complex custom shapes in a drawing.
- ✓ Create new masters in a stencil and edit masters.
- ✓ Use the Document stencil to quickly take inventory of all the shapes used in a drawing.
- ✓ Use block diagrams, flowcharts, organizational charts and project management diagrams.
- ✓ Create and use styles to quickly format multiple shapes in a drawing.
- ✓ Link a Visio drawing within a Microsoft Word document and update any changes.
- ✓ Link shapes in a drawing to information contained in an external database.
- ✓ Convert a drawing to a Web page.
- ✓ Use several techniques for preparing a drawing for printing.

## Outline

### Unit 1: Creating technical layouts

- Topic A: Layers
- Topic B: Drawing scales
- Topic C: Precision techniques
- Topic D: Dimensioning

### Unit 2: Advanced custom shape design

- Topic A: Special drawing operations
- Topic B: Shape behavior and events
- Topic C: Custom stencils

### Unit 3: Business diagrams

- Topic A: Block diagrams
- Topic B: Flowcharts
- Topic C: Organization charts
- Topic D: Project management diagrams

### Unit 4: Network diagrams and Web site mapping

- Topic A: Detailed network diagrams
- Topic B: Web site maps

### Unit 5: Software and database diagrams

- Topic A: Documenting software systems
- Topic B: Database model diagrams

### Unit 6: Templates

- Topic A: Templates and styles
- Topic B: Custom templates

### Unit 7: Integrating Visio with other programs

- Topic A: Integration with Microsoft Word
- Topic B: Integration with PowerPoint presentations
- Topic C: Integration with Microsoft Outlook
- Topic D: Working with Web-enabling features