

Axzopress Visio 2003 Basic Course Outline

Draft

1 Day

Description

In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft Office Visio Professional. You will create a directional map, a block diagram, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Prerequisites

Visio 2003 Professional: Basic is for the student who has little or no experience using Visio 2003 Professional, and who needs to learn the basic skills that are necessary in order to begin to use Visio effectively.

Before taking this course, you should have a basic understanding of your operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- ✓ Identify the various types of drawings you can create using Visio and navigate in a Visio document.
- ✓ Drag shapes from Visio stencils and resize, rotate, align, and transform them.
- ✓ Increase your productivity with smart features, such as numbering shapes automatically, duplicating shapes quickly, and grouping and aligning.
- ✓ Create basic diagrams such as a flowchart or a cross-functional flowchart.
- ✓ Format drawings, shapes, lines and text blocks.
- ✓ Work with background pages and links

Outline

Unit 1: Exploring the Visio environment

- Topic A: Visio basics
- Topic B: Navigating in Visio
- Topic C: Stencil overview
- Topic D: Working with objects

Unit 2: Drawing tools

- Topic A: Drawing objects
- Topic B: Additional drawing techniques
- Topic C: Editing objects

Unit 3: Creating basic diagrams

- Topic A: Planning your diagram
- Topic B: Master shapes
- Topic C: Connecting shapes
- Topic D: Dynamic connectors
- Topic E: An introduction to text features
- Topic F: Organization charts

Unit 4: Formatting drawings

- Topic A: Formatting basics
- Topic B: Formatting text blocks
- Topic C: Formatting shapes and lines

Unit 5: Working with pages

- Topic A: Creating and setting up a new drawing
- Topic B: Working with background pages
- Topic C: Working with links
- Topic D: Printing diagrams

Unit 6: Creating network and brainstorming diagrams

- Topic A: Network diagramming
- Topic B: Rack and directory service diagrams
- Topic C: Brainstorming tools

Unit 7: An introduction to advanced features

- Topic A: Advanced layout and connection techniques
- Topic B: Custom properties
- Topic C: Reporting