**Visio® 2003 Professional: Level 1**

**Course Specifications**

Course number: 078415
Course length: 1 day
Software: Visio Professional 2003

**Course 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, a basic and a cross-functional flowchart, an organization chart, 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 from imported data 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:** We designed *Visio 2003 Professional: Level 1* 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 this program 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.

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-Based Objectives**

- 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 a flowchart or a cross-functional flowchart.
- Create an organization chart manually or generate one from a text file.
- Create an office floor plan to scale.

**Lesson 1: An Overview of Visio**
      Topic 1A: Visio Documents
      Topic 1B: Elements of the Visio Window
      Topic 1C: Visio Navigation
**Lesson 2: Basic Skills: Creating a Directional Map**
      Topic 2A: Using Stencils
      Topic 2B: Saving Files
      Topic 2C: Manipulating Shapes
      Topic 2D: Adding Text
      Topic 2E: Stacking Order
**Lesson 3: Basic Diagram Skills**
      Topic 3A: Enhancing Productivity
      Topic 3B: Managing Shapes
      Topic 3C: Applying Styles
**Lesson 4: Flowcharts**
      Topic 4A: Connecting Shapes
      Topic 4B: Page Styles
      Topic 4C: Cross-functional Flowcharts
**Lesson 5: Organization Charts**
      Topic 5A: Creating an Organization Chart
      Topic 5B: Organization Chart Data Wizard
**Lesson 6: Floor Plan**
      Topic 6A: Creating an Office Layout
      Topic 6B: Drawing Scale

**Visio 2003 Professional: Level 2**

**Course Specifications**

Course number: 078416
Course length: 1 day
Software: Visio_Professional 2003

**Course Description**

In this course, you will expand on the knowledge you gained in the *Visio 2003 Professional: Level 1* 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 Element K course or have equivalent knowledge:

- *Visio 2003 Professional: Level 1 for Windows*

**Delivery Method:**  Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Performance-Based Objectives**

- Open and manipulate toolbars and stencil windows in the work area.
- 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.
- Create a new custom template and use it to quickly create a drawing.
- Create and use styles to quickly format multiple shapes in a drawing.
- Use layers to organize and control 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.

**Course Content**

**Lesson 1: Customizing Visio**
      Topic 1A: Working with Toolbars
      Topic 1B: Working with Windows
**Lesson 2: Using the Drawing Tools**
      Topic 2A: Drawing Basics
      Topic 2B: Advanced Drawing Techniques
**Lesson 3: Custom Shapes**
      Topic 3A: Using Custom Shapes
      Topic 3B: Using Custom Shapes in a Drawing

**Lesson 4: Advanced Stencil Techniques**
       Topic 4A: Custom Stencils
       Topic 4B: Customizing Stencil Masters
       Topic 4C: The Document Stencil
**Lesson 5: Templates, Styles, and Layers**
       Topic 5A: Working with Templates
       Topic 5B: Formatting and Linking Shapes
       Topic 5C: Layers
**Lesson 6: Sharing Your Work**
       Topic 6A: Object Linking and Embedding
       Topic 6B: Working with External Data
       Topic 6C: Creating HTML Documents
       Topic 6D: Printing Techniques