

Visio 2003 Professional: Advanced

Course length: 1 Day

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: *Visio 2003 Professional - Introduction*

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

Working with Toolbars
Working with Windows

Lesson 2: Using the Drawing Tools

Drawing Basics
Advanced Drawing Techniques

Lesson 3: Custom Shapes

Using Custom Shapes
Using Custom Shapes in a Drawing

Lesson 4: Advanced Stencil Techniques

Custom Stencils
Customizing Stencil Masters
The Document Stencil

Lesson 5: Templates, Styles, and Layers

Working with Templates
Formatting and Linking Shapes
Layers

Lesson 6: Sharing Your Work

Object Linking and Embedding
Working with External Data
Creating HTML Documents
Printing Techniques

If you have any questions about this course, please call CompuTrain at (713) 349-9186.