

Visio® 2003 Professional – Introduction

Course length: 1 Day

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: [*Windows - Introduction*](#)

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.

Course Content

Lesson 1: An Overview of Visio

Visio Documents
Elements of the Visio Window
Visio Navigation

Lesson 2: Basic Skills: Creating a Directional Map

Using Stencils
Saving Files
Manipulating Shapes
Adding Text
Stacking Order

Lesson 3: Basic Diagram Skills

Enhancing Productivity
Managing Shapes
Applying Styles

Lesson 4: Flowcharts

Connecting Shapes
Page Styles
Cross-functional Flowcharts

Lesson 5: Organization Charts

Creating an Organization Chart
Organization Chart Data Wizard

Lesson 6: Floor Plan

Creating an Office Layout
Drawing Scale

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