



# Microsoft Visio 2003

Full Day Course





# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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**Duration:** 1 Full Day

## Who should attend?

The skills and knowledge covered in this publication are sufficient to create real-world drawings using shapes, stencil connectors, pages, formatting options, grids, styles, and the printing features of Microsoft Visio 2003. This publication is primarily designed for people who need to know how to use Microsoft Visio 2003 to create a range of diagrams and drawings such as flowcharts, business diagrams, office floor plans, organisation charts, and the like.

## Course Pre-requisites:

This publication assumes no prior knowledge of Microsoft Visio 2003. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

## Course Outcomes:

At the completion of this course, participants will be able to:

- understand what Visio is used for and how to start and close Visio
- work with shapes
- work with text
- connect shapes using connector lines
- work with page tools
- change the size and position of shapes
- apply a range of formats to shapes
- work with multiple page drawings
- use styles to store and apply formatting attributes
- use print preview and print drawings.

# Topics Covered:

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## Visio 2003 Essentials

1. Starting Microsoft Visio 2003
2. Creating a Blank Drawing from a Template
3. The Visio 2003 Screen
4. The Menu Bar
5. Using Menu Commands
6. Using Keyboard Shortcuts
7. Using the Toolbars
8. ScreenTips
9. Opening Stencils
10. Working with Stencils
11. Saving a New Drawing
12. Exiting From Visio

## Shapes

1. Placing Shapes from Stencils
2. Stamping Shapes
3. Selecting Shapes
4. Moving Shapes
5. Duplicating Shapes
6. Aligning Shapes
7. Distributing Shapes
8. Grouping Shapes

## Working with Text

1. Adding Text to Shapes
2. Formatting Text in Shapes
3. Selecting and Editing Text
4. Creating a Heading
5. Creating a Text Block
6. Aligning Text
7. Spell Checking Text

## Getting Connected

1. Connecting Shapes
2. Connecting Shapes Manually
3. Connecting Shapes Automatically
4. Connecting Selected Shapes
5. Adding Text to Connector Lines
6. Changing Line Direction
7. Manipulating Connector Lines
8. Formatting Connector Lines

## Page Tools

1. Page Tools Reference
2. Zooming
3. The Pan & Zoom Window
4. Displaying Grids and Rulers
5. Changing Grids and Rulers
6. Setting Guides and Guide Points
7. Using Guides and Guide Points
8. Working with Rulers
9. Changing the Scaling
10. The Drawing Explorer

## Size and Position

1. Resizing Shapes Manually
2. Resizing Shapes Precisely
3. Changing Shape Proportions
4. Using Snap & Glue
5. Positioning a Shape Precisely
6. Rotating Shapes Precisely
7. Free Rotating
8. Flipping Shapes
9. Changing the Order of Shapes

## Formatting Shapes

1. Formatting With the Menu
2. Formatting With the Toolbars
3. Using the Format Painter
4. Adding Shadows to Shapes
5. Protecting Shapes

## Working with Pages

1. Naming Pages
2. Inserting Pages
3. Navigating Through Pages
4. Changing Page Order
5. Page Orientation
6. Rotating Pages
7. Setting a Background
8. Centring Content on a Page
9. Deleting Pages

## Styles

1. Styles Explained
2. Redefining Existing Styles
3. Modifying the Connector Style
4. Defining a New Style
5. Applying a Style
6. Basing One Style on another Style
7. Partial Styles
8. Deleting Styles

## Printing

1. Using Print Preview
2. Creating Headers and Footers
3. Print Setup Options
4. Printing Options
5. Changing Page Size