



VISIO01: Microsoft Visio Level 1

12.01.06

Course Title: VISIO01: Microsoft Visio Level 1

Course Length: 1 day

Instructional Methodology: Instructor-led, hands-on with lab exercises

Course Description: Students learn fundamental skills while creating several types of diagrams using Microsoft Office Visio Professional 2003. 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. Upon completion of the course, participants will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Course Outline

Exploring the Visio Environment

- Visio basics
- Navigating in Visio
- Stencil overview
- Working with objects

Drawing Tool

- Drawing objects
- Additional drawing techniques
- Editing objects

Creating Basic Diagrams

- Planning your diagram
- Master shapes
- Connecting shapes
- Dynamic connectors
- An introduction to text features
- Organization Charts