



VISIO02: Microsoft Visio Level 2

12.01.06

Course Title: VISIO02: Microsoft Visio Level 2

Course Length: 1 day

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

Course Description: This course builds on the fundamentals taught in Visio Level 1. Students will learn how to create, assign, and customize drawing layers, create complex shapes, create and edit formulas and functions, add predefined actions and custom shape behaviors, and create custom stencils. They will also create a custom drawing template, work with styles, and use Web-enabling features. In addition, this course covers integrating Visio 2003 drawings with other programs, such as Microsoft Word, PowerPoint, and Outlook.

Course Outline

Creating Technical Layouts

- Layers
- Drawing Scales
- Precision Techniques
- Dimensioning

Advanced Custom Shape Design

- Special Drawing Operations
- Shape Behavior and Events
- Custom stencils

Business Diagrams

- Block Diagrams
- Flowcharts
- Organization Charts
- Project Management Diagrams

Network Diagrams and Web Site Mapping

- Detailed Network Diagrams
- Web Site Maps

Software and Database Diagrams

- Documenting Software Systems
- Database Model Diagrams

Templates

- Templates and Style
- Custom Templates

Integrating Visio with Other Programs

- Integration with Microsoft Word
- Integration with PowerPoint Presentations
- Integration with Microsoft Outlook
- Working with Web-Enabling Features