



Visio 2003 Professional: Level 1

Course Length: One day, 8:30am – 4:00pm

Course Description

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio. 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 learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. Upon course completion, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Target Student: We designed *Visio 2003 Professional: Level 1* for the student who has little or no experience using Visio 2003 Professional, and who needs to learn the basic skills that are necessary in order to begin to use this program effectively.

Prerequisites: Before taking this course, you should have a basic understanding of your operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Performance-based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- 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

- Topic 1A: Visio Documents
- Topic 1B: Elements of the Visio Window
- Topic 1C: Visio Navigation

Lesson 2: Basic Skills: Creating a Directional Map

- Topic 2A: Using Stencils
- Topic 2B: Saving Files
- Topic 2C: Manipulating Shapes
- Topic 2D: Adding Text
- Topic 2E: Stacking Order

Lesson 3: Basic Diagram Skills

- Topic 3A: Enhancing Productivity
- Topic 3B: Managing Shapes
- Topic 3C: Applying Styles

Lesson 4: Flowcharts

- Topic 4A: Connecting Shapes
- Topic 4B: Page Styles
- Topic 4C: Cross-functional Flowcharts

Lesson 5: Organization Charts

- Topic 5A: Creating an Organization Chart
- Topic 5B: Organization Chart Data Wizard

Lesson 6: Floor Plan

- Topic 6A: Creating an Office Layout
- Topic 6B: Drawing Scale