

Visio 2003 Professional: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows 98: Basic, Windows 2000: Basic, Windows XP: Basic* or equivalent experience

Unit 1: Exploring the Visio environment

Topic A: Visio basics

Topic B: Navigating in Visio

Topic C: Stencil overview

Topic D: Working with objects

Unit 2: Drawing tools

Topic A: Drawing objects

Topic B: Additional drawing techniques

Topic C: Editing objects

Unit 3: Creating basic diagrams

Topic A: Planning your diagram

Topic B: Master shapes

Topic C: Connecting shapes

Topic D: Dynamic connectors

Topic E: An introduction to text features

Topic F: Organization charts

Unit 4: Formatting drawings

Topic A: Formatting basics

Topic B: Formatting text blocks

Topic C: Formatting shapes and lines

Unit 5: Working with pages

Topic A: Creating and setting up a new drawing

Topic B: Working with background pages

Topic C: Working with links

Topic D: Printing diagrams

Unit 6: Creating network and brainstorming diagrams

Topic A: Network diagramming

Topic B: Rack and directory service diagrams

Topic C: Brainstorming tools

Unit 7: An introduction to advanced features

Topic A: Advanced layout and connection techniques

Topic B: Custom properties

Topic C: Reporting