

## LEARNING OUTCOMES

By the end 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.

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### VISIO 2003 ESSENTIALS

- \* Starting Microsoft Visio 2003
- \* Creating A Blank Drawing From A Template
- \* The Visio 2003 Screen
- \* The Menu Bar
- \* Using Menu Commands
- \* Using Keyboard Shortcuts
- \* Using The Toolbars
- \* ScreenTips
- \* Opening Stencils
- \* Working With Stencils
- \* Saving A New Drawing
- \* Exiting From Visio

### SHAPES

- \* Placing Shapes From Stencils
- \* Stamping Shapes
- \* Selecting Shapes
- \* Moving Shapes
- \* Duplicating Shapes
- \* Aligning Shapes
- \* Distributing Shapes
- \* Grouping Shapes

### WORKING WITH TEXT

- \* Adding Text To Shapes
- \* Formatting Text In Shapes
- \* Selecting And Editing Text
- \* Creating A Heading
- \* Creating A Text Block
- \* Aligning Text
- \* Spell Checking Text

### GETTING CONNECTED

- \* Connecting Shapes
- \* Connecting Shapes Manually
- \* Connecting Shapes Automatically
- \* Connecting Selected Shapes
- \* Adding Text To Connector Lines
- \* Changing Line Direction
- \* Manipulating Connector Lines
- \* Formatting Connector Lines

### PAGE TOOLS

- \* Page Tools Reference
- \* Zooming
- \* The Pan & Zoom Window
- \* Displaying Grids And Rulers
- \* Changing Grids And Rulers
- \* Setting Guides And Guide Points
- \* Using Guides And Guide Points
- \* Working With Rulers
- \* Changing The Scaling
- \* The Drawing Explorer

### SIZE AND POSITION

- \* Resizing Shapes Manually
- \* Resizing Shapes Precisely
- \* Changing Shape Proportions
- \* Using Snap & Glue
- \* Positioning A Shape Precisely
- \* Rotating Shapes Precisely
- \* Free Rotating
- \* Flipping Shapes
- \* Changing The Order Of Shapes

### FORMATTING SHAPES

- \* Formatting With The Menu
- \* Formatting With The Toolbars
- \* Using The Format Painter
- \* Adding Shadows To Shapes
- \* Protecting Shapes

### WORKING WITH PAGES

- \* Naming Pages
- \* Inserting Pages
- \* Navigating Through Pages
- \* Changing Page Order
- \* Page Orientation
- \* Rotating Pages
- \* Setting A Background
- \* Centring Content On A Page
- \* Deleting Pages

### STYLES

- \* Styles Explained
- \* Redefining Existing Styles
- \* Modifying The Connector Style
- \* Defining A New Style
- \* Applying A Style
- \* Basing One Style On Another Style
- \* Partial Styles
- \* Deleting Styles

### PRINTING

- \* Using Print Preview
- \* Creating Headers And Footers
- \* Print Setup Options
- \* Printing Options
- \* Changing Page Size