

Visio® 2003 Professional: Level 1

Course Content

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Course Specifications

Course number: 078415
Course length: 1 day
Software: Visio Professional 2003

Course Description

In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. 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. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Prerequisites: 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.

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.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware/Software Requirements

You will need:

- A PC with a Pentium 233 MHz or higher processor. Pentium III is recommended.
- Microsoft Windows 2000 with Service Pack 2 (SP2) or later; or Windows XP or later operating system.
- At least 128 MB of RAM (more is recommended).
- 210 MB of available hard disk space for software installation, and an additional 5 MB for the course data files.
- A CD-ROM drive.
- Super VGA (800 x 600) or higher resolution monitor with 256 colors.

Performance-Based Objectives

- 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.