

## Visio 2003 Professional - Level 1

Days of Training: 1

### Overview

In this course, students learn fundamental skills while creating several types of diagrams using Microsoft Office Visio Professional.

### Prerequisites

Students should be familiar with personal computers and the Windows operating system.

### Next Steps

Visio 2003 Professional - Level 2

1846LGEE-ILT

### Lesson 1: An Overview of Visio

Visio Documents  
Elements of the Visio Window  
Visio Navigation

### Lesson 2: Basic Skills: Creating a Directional Map

Using Stencils  
Saving Files  
Manipulating Shapes  
Adding Text  
Stacking Order

### Lesson 3: Basic Diagram Skills

Enhancing Productivity  
Managing Shapes  
Applying Styles

### Lesson 4: Flowcharts

Connecting Shapes  
Page Styles  
Cross-functional Flowcharts

### Lesson 5: Organization Charts

Creating an Organization Chart  
Organization Chart Data Wizard

### Lesson 6: Floor Plan

Creating an Office Layout  
Drawing Scale

## Visio 2003 Professional - Level 2

Days of Training: 1

### Overview

In this course, students expand their Visio 2003 Professional skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.

### Prerequisites

Visio 2003 Professional - Level 1

3082LGEE-ILT

### Lesson 1: Customizing Visio

Working with Toolbars  
Working with Windows

### Lesson 2: Using the Drawing Tools

Drawing Basics  
Advanced Drawing Techniques

### Lesson 3: Custom Shapes

Using Custom Shapes  
Using Custom Shapes in a Drawing

### Lesson 4: Advanced Stencil Techniques

Custom Stencils  
Customizing Stencil Masters  
The Document Stencil

### Lesson 5: Templates, Styles, and Layers

Working with Templates  
Formatting and Linking Shapes  
Layers

### Lesson 6: Sharing Your Work

Object Linking and Embedding  
Working with External Data  
Creating HTML Documents  
Printing Techniques