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VISIO® 2003 PROFESSIONAL: LEVEL 1

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.

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