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VISIO® 2003 PROFESSIONAL: LEVEL 2

Course Description: In this course, you will expand on the knowledge you gained in the Visio 2003 Professional: Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Course Content

Lesson 1: Customizing Visio

- Topic 1A: Working with Toolbars
- Topic 1B: Working with Windows

Lesson 2: Using the Drawing Tools

- Topic 2A: Drawing Basics
- Topic 2B: Advanced Drawing Techniques

Lesson 3: Custom Shapes

- Topic 3A: Using Custom Shapes
- Topic 3B: Using Custom Shapes in a Drawing

Lesson 4: Advanced Stencil Techniques

- Topic 4A: Custom Stencils
- Topic 4B: Customizing Stencil Masters
- Topic 4C: The Document Stencil

Lesson 5: Templates, Styles, and Layers

- Topic 5A: Working with Templates
- Topic 5B: Formatting and Linking Shapes
- Topic 5C: Layers

Lesson 6: Sharing Your Work

- Topic 6A: Object Linking and Embedding
- Topic 6B: Working with External Data
- Topic 6C: Creating HTML Documents
- Topic 6D: Printing Techniques