Visio 2003 Advanced

Duration: 1 Day

Course Overview:

In this course, you will expand on the knowledge you gained in the Visio 2003 Introduction 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.

Students Learn How To:

- Open and manipulate toolbars and stencil windows in the work area
- Change background settings to enhance specific drawings
- Use the drawing tools and Operation command features to create new custom shapes
- Integrate both simple and complex custom shapes in a drawing
- Create new masters in a stencil and edit masters
- Use the Document stencil to quickly take inventory of all the shapes used in a drawing
- Create a new custom template and use it to quickly create a drawing
- Create and use styles to quickly format multiple shapes in a drawing
- Use layers to organize and control shapes in a drawing
- Link a Visio drawing within a Microsoft Word document and update any changes
- Link shapes in a drawing to information contained in an external database
- Convert a drawing to a Web page
- Use several techniques for preparing a drawing for printing

Who Should Attend: Anyone who will be using Visio to create business graphics or anyone who will be supporting staff using Visio.

Prerequisites: Visio 2003 Introduction.

Course Outline:

Customizing Visio

Working with Toolbars
Working with Windows

Using the Drawing Tools

Drawing Basics
Advanced Drawing Techniques

Custom Shapes

Using Custom Shapes
Using Custom Shapes in a Drawing

Advanced Stencil Techniques

Custom Stencils
Customizing Stencil Masters
The Document Stencil

Templates, Styles, and Layers

Working with Templates
Formatting and Linking Shapes
Layers

Sharing Your Work

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