MICROSOFT OFFICE 2003
VISIO STANDARD EDITION
INTRODUCTION

COURSE AIMS

This course is aimed at new users of Microsoft Office Visio who wish to produce standard diagrams, such as flow charts and organisation charts.

On completion of this course the user should be able to confidently do the following:

- Create, edit and save a new Visio diagram.
- Preview and print a Visio diagram.
- Manipulate shapes and objects.

COURSE CONTENT

Starting Visio

A New or Existing Drawing
Start a Blank Drawing

Visio Screen

Standard and Formatting Toolbars
Rulers and Drawing Aids

Basic Tools

Drawing a Rectangle or Square
Drawing an Ellipse or Circle
Drawing Lines

Positioning Shapes

Selecting Shapes
Snap to the Grid and other Shapes
Align and Distribute Shapes
Rotating Shapes

Formatting Shapes

Shape Fills and Shadows
Line Colour, Size, Style and Ends
The Format Painter
Consistent Formatting with Styles

Connectors

Point-to-Point versus Shape-to-Shape
Connetions
Creating and Using Guides

Text

Text in Shapes
The Text Tool and Text Block Tool

Text Layout and Formatting
Inserting Field Codes

Stencils

Opening a Stencil
Master Shapes and Shape Instances

Pages

Inserting, Renaming, Moving and
Deleting Pages
Background Pages

Printing Drawings

The Drawing Page and Printed Page
Headers and Footers
Print Preview

Layers

Defining Layers
Assigning Shapes and Objects to Layers
Making Use of Layers

Custom Properties

Using Shape Custom Properties
Custom Property Reports

Template Solutions

Organisation Charts
Flow Charts
Other Solutions

NOTES

No previous knowledge of Microsoft Visio is assumed. A working knowledge of Microsoft Windows and another Microsoft application would be an advantage.

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