

Visio 2003 Introduction

Pre-requisites: Delegates must be confident with using Window XP and a mouse. No knowledge of business diagrams required.

Aim: By the end of this course you will be able to create professional business diagrams with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Create block diagrams
- Connect shapes
- Format text and shapes
- Add background pages
- Create flowcharts
- Create organisation charts
- Create graphs
- Create styles and templates

Course Outline:**Getting Started**

- Creating a new drawing

Working with Visio shapes

- Drawing shapes
- Formatting shapes
- Adding text to a shape
- Aligning shapes neatly
- Distributing shapes evenly
- Controlling stacking order
- Rotating and flipping
- Grouping and ungrouping

Connecting Shapes

- Connectors and connection points
- Connect shapes using the connector tool
- Connect shapes using a connector shape from a stencil

Creating Your Own Shapes

- Using a combination of existing shapes
- Use the pencil to adjust the shape

Setting up Pages

- Page set up
- Using multiple pages
- Backgrounds and borders
- Headers and footers

Working with Layout

- Using the rulers
- Using the grid
- Snap and glue

Flow Charts

- Flowchart types
- Creating a basic flowchart

Organisation Charts

- Opening the organization chart template
- Creating the positions
- Manipulating the organisation chart

Charts and Graphs

- Creating a simple bar chart
- Creating a pie chart
- Creating a 3d chart

Working with Stencils

- Creating your own stencil
- Adding a new shape to a stencil