

Microsoft ®

Visio 2003

Course Outline

Foundation Level

1 Day Course

INTRODUCTION TO VISIO

- Using Visio documents
- The Visio Window
- Navigation techniques

UNDERSTANDING VISIO

- Creating directional maps
- Using stencils
- Saving files
- Manipulating shapes
- Adding text
- Stacking order

DIAGRAM SKILLS

- Enhancing productivity
- Managing shapes
- Applying styles
- Formatting shapes

- Drawing new shapes

FLOWCHARTS

- Connecting shapes
- Page styles
- Cross-functional flowcharts

ORGANISATIONAL CHARTS

- Creating organizational charts
- Organizational chart data wizard

FLOOR PLANS

- Creating an office layout
- Drawing scales