

Microsoft®

Visio 2003

Course Outline

Intermediate Level

1 Day Course

CUSTOMISING 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
- Creating and Controlling Groups
- Controlling the Behavior of Groups
- Protecting the Formatting of Shapes in Groups
- Creating and Controlling Merged Shapes

ADVANCED STENCIL TECHNIQUES

- Custom stencils
- Customising stencil masters
- The document stencil
- Using Styles in Stencils and Templates
- Protecting Local Shape Formats
- Managing Color in Styles, Shapes, and Files

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