

VISIO 2003/2007: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course builds on the concepts and skills taught in Visio Professional 2003: Basic. Students will learn how to create, assign, and customize drawing layers, create complex shapes, create and edit formulas and functions, add predefined actions and custom shape behaviors, and create custom stencils. They will also create a custom drawing template, work with styles, and use Web-enabling features. In addition, this course covers integrating Visio drawings with other programs, such as Microsoft Word, PowerPoint, and Outlook.

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Unit 1: Creating technical layouts

Topic A: Layers

Topic B: Drawing scales

Topic C: Precision techniques

Topic D: Dimensioning

Unit 2: Advanced custom shape design

Topic A: Special drawing operations

Topic B: Shape behavior and events

Topic C: Custom stencils

Unit 3: Business diagrams

Topic A: Block diagrams

Topic B: Flowcharts

Topic C: Organization charts

Topic D: Project management diagrams

Unit 4: Network diagrams and Web site mapping

Topic A: Detailed network diagrams

Topic B: Web site maps

Unit 5: Software and database diagrams

Topic A: Documenting software systems

Topic B: Database model diagrams

Unit 6: Templates

Topic A: Templates and styles

Topic B: Custom templates

Unit 7: Integrating Visio with other programs

Topic A: Integration with Microsoft Word

Topic B: Integration with PowerPoint presentations

Topic C: Integration with Microsoft Outlook

Topic D: Working with Web-enabling features