

Visio Level 1

Audience	This course is for those who will be using Visio to create and modify business drawings such as flowcharts and organization charts. Student should be familiar with the personal computer and Windows. They should be able to manipulate windows; open and close Windows applications; and save and open files in Windows applications. No previous knowledge of Visio or any other drawing application is necessary.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with creating, editing, and printing drawings in Visio. Organization charts are also covered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ change screen magnification and move around the document,■ open and manipulate stencils,■ use the Visio drawing tools,■ select, scale, and resize shapes,■ copy shapes,■ align and distribute objects, including grouping and moving,■ rotate shapes and change their pivot point,■ place shapes from a stencil by dragging and by using the Stamp tool,■ connect shapes using various techniques, understanding their differences,■ create and edit paragraph text, shape text, and line text, including rotating text,■ format text, shapes, and lines,■ create a new file including background pages,■ add fields for dates, page numbering, and file names,■ use guides to adjust shape positions,■ create an organization chart,■ create a synchronized copy,■ change double-click behavior and create a hyperlink,■ create a custom stencil to include master shapes,■ create and edit styles,■ use standard templates to create diagrams.
Length	1 day

I. Visio Basics	C. Exploring the Visio Screen
A. Overview of Visio 2003	D. Changing Screen Magnification
B. Creating a New File	E. Moving the Page on the Screen



- F. Adding/Rearranging Additional Stencils
- G. Creating a Simple Drawing Shape
- H. Selecting Shapes
- I. Saving and Closing a Visio Drawing

II. Editing Shapes in Visio

- A. Opening an Existing Visio Drawing
- B. Moving between Pages/Reordering Pages
- C. Copying Shapes
- D. Moving and Resizing Shapes
- E. Drawing with Precision
- F. Aligning Shapes
- G. Distributing Shapes
- H. Grouping Shapes
- I. Rotating and Flipping Shapes

III. Creating a Basic Flowchart Diagram

- A. Changing Page Setup
- B. Creating a Flowchart
- C. Creating Cross Functional Flowcharts
- D. Placing Stencil Shapes
- E. Using the Stamp Tool
- F. Connecting Shapes using Connector Tool
- G. Connecting Shapes using the Connect Shapes Tool
- H. Connecting Shapes Automatically
- I. Adding/Adjusting Connection Points
- J. Redirecting a Connection
- K. Using Special Connectors

IV. Adding Text and Formatting Shapes

- A. Adding a Text Block
- B. Adding Text to a Shape
- C. Adding Text to a Line
- D. Rotating and Moving Text
- E. Formatting Text
- F. Formatting Text Blocks
- G. Formatting Lines
- H. Formatting Shapes
- I. Copying Formats
- J. Replacing Shapes

V. Creating an Organization Chart/Specializing Drawing Setup

- A. Creating a Background Page
- B. Adding Fields to a Background Page
- C. Adding Guides
- D. Assigning the Background Page
- E. Importing a Graphic
- F. Creating an Organization Chart
- G. Adjusting Organization Chart Layout
- H. Creating a Synchronized Copy
- I. Linking Shapes to a Page
- J. Creating a Hyperlink
- K. Creating a Custom Stencil
- L. Creating a Style
- M. Creating a Template File

VI. Standard Templates

- A. Overview of Visio Standard Templates
- B. Creating a Block Diagram
- C. Creating a Brainstorming Diagram
- D. Creating a Business Process Diagram
- E. Creating a Charts and Graphs Diagram
- F. Creating a Map Diagram