

Visio 2003 Professional Level 2

Audience	This course is intended for the person who is very familiar with Windows features and is able to create, edit, and print drawings in Visio. This course is designed for those using Visio Professional.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to build on the fundamentals taught in Visio 2003 Level 1. Students 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 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.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ create, assign, and customize layers; modify the drawing scales; and add and modify dimension lines,■ create complex shapes, create and edit formulas and functions by using special drawing operations, add a predefined action and custom shape behavior to a shape, specify a behavior for double-click action, and create custom stencils,■ create block diagrams, flowcharts, organization charts, and project management diagrams,■ create and customize a detailed network diagram, generate a report on network data, generate a Web site map and a report of Web site links,■ create a program window and system diagram, create a database model diagram, and reverse engineer a table from an existing database,■ create and assign a background page, create and apply styles, create a custom template, and create a drawing based on a custom template,■ integrate Visio drawings with other programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook and work with Web-enabling features.
Length	1 day

I. Creating Technical Layouts

- A. Layers
- B. Drawing scales
- C. Precision techniques
- D. Dimensioning

II. Advanced Custom Shape Design

- A. Special drawing operations
- B. Shape behavior and events
- C. Custom stencils



III. Business Diagrams

- A. Block diagrams
- B. Flowcharts
- C. Organization charts
- D. Project management diagrams

IV. Network Diagrams and Web Site Mapping

- A. Detailed network diagrams
- B. Web site maps

V. Software and Database Diagrams

- A. Documenting software systems
- B. Database model diagrams

VI. Templates

- A. Templates and styles
- B. Custom templates

VII. Integrating Visio with Other Programs

- A. Integration with Microsoft Word
- B. Integration with PowerPoint presentations
- C. Integration with Microsoft Outlook
- D. Working with Web-enabling features