

Pretest

What You Should Know Before Taking Visio 2003/07 Level 2

To get the most out of this class, you should have knowledge of the Visio program. The following questions are a self-evaluation, which should help determine if you are ready for the class or should take a Visio Level 1 class or in some other way learn the basic information required. You should know at least 14 of the 18 questions.

Question	Answer
1. How can you change screen magnification using the mouse and keyboard?	
2. How can you change a stencil from a docked to a floating stencil?	
3. How can you tell which shape is the primary shape (reference shape) when multiple objects are selected?	
4. How do you resize a shape while maintaining its original proportions?	
5. What two commands are used to adjust the position of shapes on the drawing page?	
6. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> with the Edit, Copy command. This text can then be reinserted at a new location in the presentation.	
7. (T/F) The Edit, Paste command is used to insert text or graphics from the Clipboard at the location of the insertion point.	
8. When rotating a shape, what determines where the shape is rotated?	
9. What are two ways shapes can be placed from a stencil onto the drawing page?	
10. Which tool is used to automatically connect shapes as they are added to the page?	
11. What is the easiest way to add text to a shape?	
12. What is the fastest way to format multiple shapes?	
13. What are fields used for?	
14. What is the benefit of using guides?	
15. What menu is used to assign a background page?	
16. What is the benefit of a style?	
17. What are Visio diagram templates used for?	
18. Name three types of diagrams that can be created in Visio.	

Answer Sheet

1. Press SHIFT CTRL and click on page to zoom in; press SHIFT CTRL and right-click on page to zoom out.
2. Click icon at upper-left corner of docked stencil or right-click stencil title bar.
3. It displays lines in bolded pink and is inside the green handles.
4. Press SHIFT while resizing or resize from a corner handle.
5. Shape, Align Shapes and Shape, Distribute Shapes.
6. False
7. True
8. The pivot point or pin.
9. Using drag-and-drop or using the Stamp Tool.
10. Connector Tool. It is activated prior to adding shapes to the drawing page.
11. Select shape and start typing.
12. Format the first shape, copy format using the Format Painter button, and click remaining shapes.
13. To display information calculated by Visio, such as page number, date, and document name.
14. If shapes are glued to a guide and the guide is moved, the shapes move with it.
15. File, Page Setup, Page Properties
16. Provides a quick, consistent way to format various drawing elements. If the style is changed, all elements using that style automatically adjust.
17. To set up the drawing environment (stencils) to suit a particular kind of drawing.
18. Block Diagram, Brainstorming Diagram, Business Process Diagram, Charts and Graphs Diagram, Map Diagram