

# ON LINE SERVICES

*Computer Training & Support*

## Visio Professional

### **Learning Visio Professional 2000: Basic Skills**

#### **Course description**

**Overview:** Students will learn basic concepts for creating flowcharts, and basic network diagrams. This includes learning the basics for using and creating shapes, printing drawings, creating custom stencils, and many time-saving shortcuts and techniques designed to increase user productivity.

**Prerequisites:** Basic Windows knowledge and a basic understanding of drawing applications is helpful.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will learn how to fully utilize Visio's drawing features to create professional-looking drawings with increased efficiency. Each project gives you challenging business problems to solve while learning how to create diagrams. Many of the techniques demonstrate the most efficient ways to create diagrams and manage your drawings.

**Target student:** Anyone needing to create basic business graphics and network diagrams using Visio Professional 2000.

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## Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- \* Identify Visio file types
- \* Understand the workings of the drawing window and tools
- \* Draw basic objects and reshape them
- \* Import graphics into a drawing
- \* Identify master shapes and stencils
- \* Create custom properties for shapes
- \* Create basic flowcharts
- \* Create network diagrams
- \* Know how to use the Property Reporting Wizard
- \* Understand how to work with drawing related data
- \* Setup spreadsheets for drawing data
- \* Print drawings and setup drawings for printers
- \* Create custom stencils

## Course content

### Lesson 1: Before You Begin

- Prerequisites
- Getting Ready
- Loading The Project Files
- Software You Will Need Installed
- Curriculum Overview
- About The Manual
- Chapter Overviews
- Manual Conventions

### Lesson 2: Learning Your Way Around

- Visio Professional Overview
- Starting A New File
- The Interface
- Standard File Types
- Changing View Settings
- Panning Across The Page
- Navigating Pages
- Opening Additional Stencils
- Manipulating Stencils
- Selection Techniques
- Scaling And Resizing Objects

# Learning Visio Professional 2000: Basic Skills

## Lesson 3 Basic Techniques

- Drawing Tools Overview
- Drawing Closed Shapes
- Creating Open Shapes
- Reshaping With The Pencil Tool
- Drawing Compound Lines
- Drawing With Precision
- Using The Size And Position Window
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis Of Connected Drawings
- Rotating Objects

## Lesson 4: Creating a Basic Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Adding Shapes With The Rubber Stamp Tool
- Connecting Shapes
- Using The Connector Tool
- The Connect Shapes Command
- Adjusting Connection Lines
- Connecting Shapes Automatically
- Basic Text Features
- Adding Text To Shapes
- Adding Text To Lines
- Adjusting Text Blocks
- Rotating Text Blocks
- Formatting Basics
- Formatting Text
- Formatting Text Blocks
- Formatting Shapes
- Formatting Lines
- Adding A Background Shape
- Dynamic Connectors

## **Lesson 5: Basic Network Diagramming**

- Starting a New File
- Setting File Properties
- Page Setup
- Creating and Applying Background Pages
- Adding Fields
- Importing Graphics
- Using Typology Shapes
- Connecting Ethernet Shapes
- Adding Detail Pages
- Linking Diagrams
- Creating Hyperlinks
- Going to a Specified Link Location
- Linking to multiple files
- Linking to Other File Types
- Printing Your Charts

## **Lesson 6: Diagramming and Data**

- Using Guides
- Adding Connection Points
- Selecting Object Types
- Connecting Shapes
- Setting Layout and Routing Options
- Setting Snap and Glue Options
- Changing Glue settings
- Adding Shape Data
- Creating Custom Properties
- Setting Unique Custom Properties
- Generating Property Data Reports
- Using the Property Reporting Wizard
- Displaying Custom Properties in Shapes
- Creating Custom Formulas for Fields
- Working with Spreadsheet Data

## **Lesson 7: Creating Custom Stencils**

- Creating Custom Stencils
- The Stencil Toolbar
- Creating New Shapes
- Adding Shapes To The Stencil
- Adding Imported Shapes
- Editing Master Shapes
- Saving The Stencil
- Using The Custom Stencil