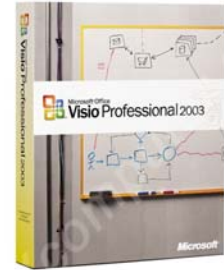




# Visio Advanced

## Course Outline



<b>Course Synopsis:</b>	Using Data and Advanced Diagramming Techniques – Reviewing the Basics; Size and Scale of Page; Size and Scale of Objects; Custom Shapes; Custom Properties; Creating Reports; Visio Diagrams in Microsoft Office; Data Driven Charts and Reports; Adjusting Layers; Using Smart Shapes; Creating Templates; Visio and the Web
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Visio 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	<p>This course focuses on the advanced features in Microsoft Visio 2003. This will help the students create specialized diagrams by using different shapes and wizards provided by Visio 2003.</p> <ul style="list-style-type: none"> <li>• Identify drawing operations that you can perform to create new shapes from existing shapes in a Microsoft Visio 2003 drawing.</li> <li>• Assign a shape to a new layer in Microsoft Visio 2003.</li> <li>• Identify options for modifying the properties of layers in Microsoft Visio 2003.</li> <li>• Export shape data from a Microsoft Visio 2003 drawing to an existing Open Database Connectivity (ODBC)-compliant database.</li> <li>• Link a shape in Microsoft Visio 2003 to a record in an existing database table.</li> </ul>
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	MS Visio 2003 Beginning
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



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## Course Outline

### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Reviewing the Basics

- Stencils
- Using Stencils
- Property Sheets and Additional Windows
- Moving Around the Page
- Placing Shapes
- Sizing Shapes
- Rotating Shapes
- Aligning Shapes
- Using Rulers and Guides
- Connection Tools

#### Creating Technical Diagrams

- Size and Scale
- Scaled Drawings
- Sizing and Positioning Objects
- Using Guides
- Using Snap and Glue
- Dimension Lines
- Custom Measurements

#### Creating In-Depth Diagrams

- Creating a Network Diagram
- Using Space Plans
- Identifying Resources
- Custom Shapes
- Custom Properties
- Creating Property Reports
- Creating Your Own Report

#### Using Visio with Other Applications

- Visio Diagrams for the Web
- Visio Diagrams in Microsoft Office
- Data Driven Organization Chart
- Reverse Engineering a Database
- Setting Database Options

#### Using Layers and Templates

- Using Special Templates
- Adjusting Layer Properties
- Custom Shapes
- Using Smart Shapes
- Creating Templates

#### Visio and the Web

- Creating Web Sites
- Analyzing Web Sites
- Custom Web Shapes