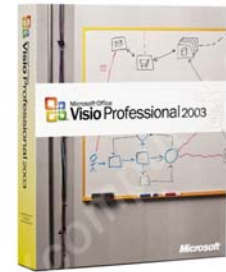




# Visio 2003 Beginning

## Course Outline



<b>Course Synopsis:</b>	Creating Professional Diagrams – Becoming familiar with Visio; Create a drawing; Creating Objects and Text; Creating an Organization Chart; Create a Network Diagram; Templates; Working with Stencils
<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>	This course introduces the basics of Microsoft Visio 2003. The course focuses on the core features of Visio 2003, providing learners a solid foundation in essential Visio 2003 skills. This will help the learners create simple and specialized diagrams by using different shapes and wizards provided by Visio 2003.
<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>	
<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 <a href="mailto:rebeccawilliams@cts-ky.com">rebeccawilliams@cts-ky.com</a> or 859-277-1771



# Visio 2003 Beginning

## 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.*

#### The Fundamentals

- Starting Visio
- What's New in Visio 2003?
- Understanding the Visio 2003 Program Screen
- Opening a Diagram
- Moving Around in a Diagram
- Using the Zoom Controls
- Viewing a Diagram in Full Screen Mode
- Saving and Closing a Diagram
- Previewing and Printing a Diagram
- Getting Help

#### Creating a Diagram

- Planning a Diagram
- Creating a Diagram from a Template
- Diagram Types
- Creating a Diagram from Scratch
- Changing Page Orientation
- Inserting and Deleting Pages

#### Working with Shapes

- Inserting a Shape and Using Stencils
- Searching for Shapes
- Selecting and Resizing Shapes
- Moving, Copying, and Deleting Shapes
- Aligning, Distributing, and Grouping Shapes
- Connecting Shapes
- Layering Shapes
- Adding Text to a Shape
- Flipping and Rotating Shapes

#### Formatting A Diagram

- Formatting Shapes
- Using the Format Painter
- Setting Custom Properties for a Shape
- Changing the Color Scheme of a Diagram
- Changing the Background of a Diagram
- Inserting a Border and Title
- Inserting a Clip Art Image
- Inserting a Picture
- Adjusting the Layout of a Diagram

#### Other Features

- Customizing Visio's Default Options
- Creating a Custom Stencil
- Creating a Custom Template
- Using Visio with Other Programs
- Hiding, Displaying, and Moving Toolbars
- Customizing Visio's Toolbars
- Saving a Diagram as a Web Page