



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code: VI03-2

**Recommended Course
Sequence**

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

In this course, students expand their Visio 2003 Professional skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.

Prerequisites:

Visio 2003 Professional - Level 1

Delivery Method:

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

Course Outline

Lesson 1: Customizing Visio
<ul style="list-style-type: none">■ Working with Toolbars■ Working with Windows
Lesson 2: Using the Drawing Tools
<ul style="list-style-type: none">■ Drawing Basics■ Advanced Drawing Techniques
Lesson 3: Custom Shapes
<ul style="list-style-type: none">■ Using Custom Shapes■ Using Custom Shapes in a Drawing
Lesson 4: Advanced Stencil Techniques
<ul style="list-style-type: none">■ Custom Stencils■ Customizing Stencil Masters■ The Document Stencil
Lesson 5: Templates, Styles, and Layers
<ul style="list-style-type: none">■ Working with Templates■ Formatting and Linking Shapes■ Layers
Lesson 6: Sharing Your Work
<ul style="list-style-type: none">■ Object Linking and Embedding■ Working with External Data■ Creating HTML Documents■ Printing Techniques