



## **Overview and objectives**

After completing this one-day course, students will know how to:

- Create, assign, and customize layers; modify the drawing scales; and add and modify dimension lines.
- Create complex shapes, create and edit formulas and functions by using special drawing operations, add a predefined action and custom shape behavior to a shape, specify a behavior for double-click action, and create custom stencils.
- Create block diagrams, flowcharts, organization charts, and project management diagrams.
- Create and customize a detailed network diagram, generate a report on network data, generate a Web site map and a report of Web site links.
- Create a program window and system diagram, create a database model diagram, and reverse engineer a table from an existing database.
- Create and assign a background page, create and apply styles, create a custom template, and create a drawing based on a custom template.
- Integrate Visio drawings with other programs, such as Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook and work with Web-enabling features

## **Target audience**

This course is for students who have completed the Visio 2003 Basic course or have equivalent experience.

## **Course content**

**Creating technical layouts** Layers • Drawing scales • Precision techniques • Dimensioning

**Advanced custom shape design** Special drawing operations • Shape behaviour and events • Custom stencils

**Business diagrams** Block diagrams • Flowcharts • Organization charts • Project management diagrams

**Network diagrams and website mapping** Detailed network diagrams • Web site maps

**Software and database diagrams** Documenting software systems • Database model diagrams

**Templates** Templates and styles • Custom templates

**Integrating Visio with other programs** Integration with Microsoft Word • Integration with PowerPoint presentations • Integration with Microsoft Outlook • Working with Web-enabling features