



SWANSTON

Visio Professional 2002 Introduction

Duration: 1 day

Course Aims: **Visio** is a drawing package with a wide application. Closely integrated with the leading MS Windows applications such as MS Office and Lotus Notes, **Visio** Professional provides IT and business professionals with a comprehensive range of drawing tools for creating business and network diagrams.

Getting Started with Visio

- What is **Visio** Professional?
- **Visio** Professional Screen Layout
- Getting Help; Wizards; Menus; Dialogue Boxes
- Shortcut Menus; Standard Toolbars.

Working with Drawings

- Starting a New Drawing; Saving Drawings
- Closing and Opening Drawings; Finding a File

Working with Shapes

- Placing and Resizing Shapes
- Moving and Copying Shapes
- Selecting Multiple Shapes
- Arranging and Distributing Shapes; Grouping Shapes
- Drawing Tools; Rotating and Flipping Shapes
- Formatting Shapes; Shape Explorer

Working with Stencils and Text

- Connecting Shapes; Dynamic Glue
- Adding Text to Shapes and Drawings
- Zooming In and Out; Panning; Using the Stamp Tool

Using Styles

Working with Pages

- Understanding Visio's Page Concepts
- Foreground Pages; Background Pages; Layers
- Setting Page Orientation and Scale
- Rotating and Resizing Pages

Multiple Page Diagrams

- Inserting a New Page; Deleting a Page
- Renaming an Existing Page
- Moving and Copying Shapes Between Pages
- Linking Shapes; Background Pages

Finishing a Diagram

- Spell Checking a Page; Inserting Fields
- Printing a Diagram; Using Print Preview

Drawing with Layers

- Setting Layer Properties; Colouring Layers
- Displaying and Hiding Layers
- Locking Layers; Printing Layers
- Placing Shapes on Layers

Data Flow Diagrams

- Data Flow Diagram Theory and Shapes
- Multi-page Data Flow Diagrams
- Data Flow Diagramming Conventions

Entity Relationship Diagrams

Sharing Diagrams with Other Applications

- Placing a **Visio** Drawing in Another Application
- Inserting Data from Another Application
- DDE (Dynamic Data Exchange)
- OLE (Object Linking and Embedding)

Using Visio with the Internet

- Linking **Visio** to an HTML Page
- Sharing Drawings over the Internet
- Mapping an internet Website
- The Website Text File

Creating Master Shapes, Templates and Stencils

- Editing Stencils; Editing a Master Shape
- Creating and Editing Templates
- Customising the Grid
- Customising the Snap-To Option