

## Get Started Here

Microsoft Visio is the world's most popular application to create real-world drawing using shapes, stencil connectors, pages etc.

One-on-One Personal Computer Training provides a comprehensive introduction to Visio 2003 and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who are new to using Visio. It covers the essential features people need in day-to-day use of Visio.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of Visio
- ☞ Working with Shapes and Text
- ☞ Connect Shapes Using Connector Lines
- ☞ Working with Page Tools
- ☞ Change the Size and Position of Shapes
- ☞ Work with Multiple Page Drawings
- ☞ Use Styles to Store and Apply Formatting Attributes
- ☞ Use Print Preview and Print Drawings

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## Contents

### Starting Microsoft Visio 2003

- Creating A Blank Drawing From A Template
- The Visio 2003 Screen, The Menu Bar, Using Menu Commands, Using Keyboard Shortcuts
- Using The Toolbars
- ScreenTip
- Opening Stencils, Working With Stencils, Saving A New Drawing Exiting From Visio

### Shapes

- Placing Shapes From Stencils, Stamping Shapes
- Selecting Shapes, Moving Shapes, Duplicating Shapes, Aligning Shapes, Distributing Shapes, Grouping Shapes

### Working With Text

- Adding Text To Shapes, Formatting Text In Shapes
- Selecting And Editing Text , Creating A Heading
- Creating A Text Block, Aligning Text , Spell Checking Text

### Getting Connected

- Connecting Shapes, Connecting Shapes Manually, Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text To Connector Lines, Changing Line Direction, Manipulating Connector Lines, Formatting Connector Lines

### Page Tools

### Formatting Shapes

### Working With Pages

### Styles

- Styles Explained, Modifying The Connector Style, Defining A New Style, Applying A Style, Basing One Style On Another Style, Partial Styles, Deleting Styles

### Printing

- Using Print Preview Creating Headers And Footers, Print Setup Options, Printing Options, Changing Page Size

### Prerequisites

Students should already be familiar with PCs and Windows but no visio experience is necessary.

### Enquiries

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