

Course Outline

Visio

Visio Level 1

Aimed at the novice user who need to know how to create work flows & other business diagrams

Visio Level 2

Aimed at the self taught or anyone who is familiar with the essentials of flowcharts.

Learn how to create technical layouts, network diagrams, website mappings, software & database diagrams.

You will also learn how to create your own templates & integrate Visio with other programs

Microsoft Visio 2003 - Level 2

Streamlining Your Business Processes Using Advanced Flowcharts

Outcomes

At the completion of this course, participants will be able 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



Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

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1300 TO TRAIN

Course Outline

∅ **Creating technical layouts**

- Layers
- Drawing scales
- Precision techniques
- Dimensioning

∅ **Advanced custom shape design**

- Special drawing operations
- Shape behavior and events
- Custom stencils

∅ **Business diagrams**

- Block diagrams
- Flowcharts
- Organization charts
- Project management diagrams

∅ **Network diagrams and Web site 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