

# SELSIUS™

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## CORPORATE & CAREER TRAINING

### Visio 2003 Basics

4 Hours

#### Objectives:

Outlook 2003 Visio is an introduction to Visio 2003, Microsoft's flowcharting and graphics generation software. Trainees will learn to:

- Create a new file and use interactive Help, navigate in a Visio file, manipulate stencils, and select, scale, and resize objects.
- Draw and reshape objects, work with compound lines and duplication techniques, and align, distribute, group, and rotate options.
- Plan a flowchart, use master shapes, connect shapes in a diagram, use dynamic connectors, use basic text features, and create a simple organization chart.
- Use various text formatting options, format text blocks, and format shapes and lines.

#### Outline:

- Exploring the Visio Environment: navigating in Visio, stencil overview and working with objects
- Drawing Tools: drawing objects, additional drawing techniques, and editing objects.
- Creating Basic diagrams: planning your diagram, master shapes, connecting shapes, dynamic connectors, text features, organization charts.
- Formatting Drawings: formatting basics, formatting text, formatting shapes and lines.
- Working with Pages: creating and setting up a new drawing, background pages, links, printing diagrams.