

# Visio Professional 2003: Basic Second Edition

## Topic-Level Outline

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**Days:** 1

**Prerequisites:** *Windows 98: Basic, Windows 2000: Basic, Windows XP: Basic* or equivalent experience

### **Unit 1: Exploring the Visio environment**

**Topic A:** Visio basics

**Topic B:** Navigating in Visio

**Topic C:** Stencil overview

**Topic D:** Working with objects

### **Unit 2: Drawing tools**

**Topic A:** Drawing objects

**Topic B:** Additional drawing techniques

**Topic C:** Editing objects

### **Unit 3: Creating basic diagrams**

**Topic A:** Planning your diagram

**Topic B:** Master shapes

**Topic C:** Connecting shapes

**Topic D:** Dynamic connectors

**Topic E:** An introduction to text features

**Topic F:** Organization charts

### **Unit 4: Formatting drawings**

**Topic A:** Formatting basics

**Topic B:** Formatting text blocks

**Topic C:** Formatting shapes and lines

### **Unit 5: Working with pages**

**Topic A:** Creating and setting up a new drawing

**Topic B:** Working with background pages

**Topic C:** Working with links

**Topic D:** Printing diagrams

**Unit 6: Creating network and brainstorming diagrams**

**Topic A:** Network diagramming

**Topic B:** Rack and directory service diagrams

**Topic C:** Brainstorming tools

**Unit 7: An introduction to advanced features**

**Topic A:** Advanced layout and connection techniques

**Topic B:** Custom properties

**Topic C:** Reporting