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Microsoft Visio 2003 topics

Beginner

Exploring the Visio environment

Visio basics
Navigating in Visio
Stencil overview
Working with objects

Drawing tools

Drawing objects
Additional drawing techniques
Editing objects

Creating basic diagrams

Planning your diagram
Master shapes
Connecting shapes
Dynamic connectors
An introduction to text features
Organization charts

Formatting drawings

Formatting basics
Formatting text blocks
Formatting shapes and lines

Working with pages

Creating and setting up a new
drawing
Working with background pages
Working with links
Printing diagrams

Creating network and brainstorming diagrams

Network diagramming
Rack and directory service diagrams
Brainstorming tools

An introduction to advanced features

Advanced layout and connection
techniques
Custom properties
Reporting



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Microsoft Visio 2003 topics

Intermediate/Advanced 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