



Visio Standard 2002 topics

Beginner

Overview of Visio

- Templates and Documents
- Elements of the Visio Window
- Scrolling and Zooming
- Using the Pan & Zoom Window
- Anchor and Autohide

Using Stencils

- Dragging Shapes from Stencils
- Managing Stencils and Finding Shapes
- Drawing Properties
- Viewing Drawing Properties

Manipulating Shapes

- Resizing Shapes
- Resizing and Relocating with Precision
- Rotating Shapes
- Copying Shapes
- Connecting Roads
- Using Connector Roads
- Changing Road Thickness

Adding Text

- Adding Text to Shapes
- Rotating Text Separately
- Editing Text
- Formatting Shape Text
- Adding Stand-Alone Text
- Stacking Order

Basic Diagram Skills

- Hiding Connection Points and the Grid
- Repeat Duplication
- Manual Numbering with the Number Shapes
- Macro
- Automatically Numbering New Shapes

Managing Shapes

- Grouping
- Aligning Shapes
- Distributing Shapes

Applying Styles

- Changing Line Styles
- Text and Fill Colors
- Creating Custom Colors
- Adding Patterns
- Adding Drop Shadows

Connecting Shapes

- Connecting On Drop
- Cloning Shapes
- Point-to-Point Connections
- Routing Connectors
- Line-Curve Connectors
- Using Extra Connectors

Page Styles

- Using Borders and Titles
- Renaming Shapes
- Adding and Editing Backgrounds
- Applying Color Schemes

Organization Charts

- Adding Subordinate Shapes
- Adding Multiple Shapes
- Arranging Subordinates
- Editing Custom Properties
- Adding a Custom Property



Organization Chart Data Wizard

Creating an Organization Chart from Data
Navigating a Multi-Page Organization Chart
Hiding Subordinates
Breaking Down an Organization Chart
Navigating Linked Pages
Changing Styles
Changing Spacing

Floor Plan

Adding Space
Adding Walls
Drawing to Scale
Adding Doors and Windows
Resetting the Ruler Zero Point