



**THE
ENTERPRISE
CENTRE**

**Visio 2003
Introduction
ENT1570**

1 Day

Workshop Goal

This **1-day hands-on** workshop is designed for users who have little or no Visio 2003 experience. Participants will get the most out of this course if their goal is to become proficient in creating flow diagrams, basic organization charts and network diagrams.

Course Objectives:

After completing this course, students will know how 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 objects.
- 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.
- Set file properties for a new drawing, create background pages, work with detail pages and links, use Print Preview mode, and print a diagram.
- Create network, rack, directory service and brainstorming diagrams.

Recommended Prior Learning:

Completion of the **Windows or Window XP** workshop. You should also be familiar with personal computers and the use of a keyboard and a mouse.