

Visio: Level 1

This course contains hands on tasks of more in depth procedures. To obtain a more detailed outline sheet, please contact your United Computer Sales Representative.

Course Description

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

Course Content

Lesson 1: An Overview of Visio

- Topic 1A: Visio Documents
- Topic 1B: Elements of the Visio Window
- Topic 1C: Visio Navigation

Lesson 2: Creating a Directional Map

- Topic 2A: Using Stencils
- Topic 2B: Saving Files
- Topic 2C: Manipulating Shapes
- Topic 2D: Adding Text
- Topic 2E: Stacking Order
- Topic 2F: Stacking Order

Lesson 3: Basic Diagram Skills

- Topic 3A: Enhancing Productivity
- Topic 3B: Managing Shapes
- Topic 3C: Applying Styles
- Topic 3D: Applying Styles

Lesson 4: Flowcharts

- Topic 4A: Connecting Shapes
- Topic 4B: Page Styles
 - Task 4B-1: Using Borders and Titles
 - Task 4B-2: Renaming Shapes
 - Task 4B-3: Adding and Editing Backgrounds
 - Task 4B-4: Applying Color Schemes
- Topic 4C: Cross-Functional Flowcharts
- Topic 4D: Cross-Functional Flowcharts

Lesson 5: Organization Charts

- Topic 5A: Creating an Organization Chart
- Topic 5B: Organization Chart Data Wizard
- Topic 5C: Organization Chart Data Wizard

Lesson 6: Floor Plan

- Topic 6A: Creating an Office Layout
- Topic 6B: Drawing Scale
- Topic 6C: Drawing Scale



Visio: Level 2

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Course Description

You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

Course Content

Lesson 1: Customizing Visio

Topic 1A: Working with Toolbars

Topic 1B: Working with Windows

Lesson 2: Using the Drawing Tools

Topic 2A: Drawing Basics

Topic 2B: Advanced Drawing Techniques

Lesson 3: Custom Shapes

Topic 3A: Using Custom Shapes

Topic 3B: Using Custom Shapes in a Drawing

Lesson 4: Advanced Stencil Techniques

Topic 4A: Custom Stencils

Topic 4B: Customizing Stencil Masters

Topic 4C: The Document Stencil

Lesson 5: Templates, Styles, and Layers

Topic 5A: Working with Templates

Topic 5B: Formatting and Linking Shapes

Topic 5C: Layers

Lesson 6: Sharing Your Work

Topic 6A: Object Linking and Embedding

Topic 6B: Working with External Data

Topic 6C: Creating HTML Documents

Topic 6D: Printing Techniques

* Please note the course outlines vary slightly according to the version of software.