

## *Training Course Specification*

**Course:** Microsoft Visio 2003 Intermediate

**Duration:** One-Day

**COURSE OBJECTIVES:** To deliver more advanced features to the Visio user

**WHO SHOULD ATTEND:** People who intend to design and create various kinds of drawings, plans and charts to a high level. Designers using Microsoft Visio as the software.

**EXPERIENCE NEEDED:** This course assumes prior knowledge and use of Visio or similar drawing/design applications. Delegates should have a clear understanding of the fundamentals of Visio and DTP concepts. Ideally, delegates should have sat the Introductory Microsoft Visio 2003 Introduction course

**COURSE CONTENTS:**

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**1. Creating and Modifying Styles**

Applying Styles  
Creating a Template

**2. Working with Stencils and Master Shapes**

Creating a Stencil and Master Shape  
Using the Master Drawing Window  
Protecting Shapes and Documents  
Changing Shape Behaviour  
Using Automatic Layout

**3. Merging Shapes**

Using the Union Command  
Using the Subtract Command  
Using the Fragment Command  
Using the Combine Command  
Using the Intersect Command

**4. Using Background Pages**

Creating a Background Page  
Assigning a Background Page  
Displaying and Modifying Background and  
Foreground Pages

**5. Working with Layers**

Understanding and Creating Layers  
Assigning a Shape to a Layer  
Displaying Individual Layers  
Setting Layer Properties  
Removing a Layer

**6. Inserting Pictures and Objects**

Inserting a Picture  
Inserting Fields  
Embedding an Object  
Linking an Object

**7. Working with ShapeSheets**

Understanding the ShapeSheet  
Changing ShapeSheet Properties  
Using the SmartShape Wizard

**Using Special Features**

Viewing Custom Properties of a Shape  
Adding a Custom Property to a Shape  
Using the Property Report Wizard  
Working with Hyperlinks  
Adding and using a Hyperlink

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**For further information please contact us:**

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