

Course overview:

Visio 2002 Professional: Basic

(S309eng)



**the courseware
company**

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Overview and objectives

After completing this one-day course, students will know how to:

- Create, save and close a file and navigate in Visio's work environment.

- Draw and manipulate objects.

- Create flowcharts and organization charts.

- Use formatting options and dynamic connectors.

- Create and print network diagrams.

- Use advanced layout techniques, create and work with custom properties, and work with reports

Who should attend?

This course is for students who have little or no Visio experience. Students will get the most out of the course if their goal is to become proficient in creating flow diagrams, basic organization charts, and network diagrams.

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse.

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[Start Visio and create a new file](#)

[Navigate the Visio environment](#)

[Manipulate stencils](#)

[Select, resize, and scale objects](#)

[Save a file](#)

[Use the Visio drawing tools to draw and modify objects](#)

[Duplicate objects](#)

[Align, distribute, group, and rotate objects](#)

[Create a flowchart](#)

[Connect shapes using different types of connectors](#)

[Add and manipulate text](#)

[Create an organization chart](#)

[Format text and text blocks](#)

[Format shapes](#)

[Use dynamic connectors](#)

[Create a network diagram](#)

[Create and apply background pages](#)

[Insert a graphic](#)

[Add hyperlinks](#)

[Link to an Excel file](#)

[Print a diagram](#)

[Work with guides](#)

[Add new connection points](#)

[Set custom properties for shapes](#)

[Create and modify reports](#)

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