

Visio 2003 Professional: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

In this course, you will expand on the knowledge you gained in the *Visio 2003 Professional: Level 1* course. 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 Objective: 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.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Visio 2003 Professional: Level 1 for Windows*

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

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