

# Visio 2003 Professional Level 2

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1-day course  
Course Code: F132

Who should attend? This course is intended for participants who are familiar with Visio 2003.

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Prerequisites Visio 2003 Professional Level 1

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Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Create, apply, and modify custom styles
- Create custom stencils and templates and modify master shapes
- Create custom layers, manage existing layers, and assign shapes to drawing layers
- Create, assign, and edit background pages
- Learn about the options for shape behaviors and shape protection, and use hyperlinks
- Use the techniques involved in manipulating shapes with shape operation commands
- Enter custom property data and define custom properties using different methods
- Learn about the options for integrating Visio with Excel and PowerPoint, as well as document protection features
- Use Visio 2003's Help features effectively and learn to use Visio 2003 shortcuts

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## Course Content

### Styles

Applying Styles; Creating New Styles; Modifying Styles; Managing Styles

### Stencils and Templates

Working with Stencils; Managing Master Shapes; The Document Stencil; Working with Templates

### Layers

Overview Creating Layers; Assigning Shapes to Layers; Removing Layers; Renaming Layers

### Background Pages

Overview; Creating Background Pages; Assigning Background Pages; Editing Background Pages; Deleting Background Pages

### Shape Behaviors

Shape Behaviours; Hyperlinks; Protecting Shapes

### Shape Operations

Overview; Manipulating Shapes

### Custom Properties

Overview; Viewing and Entering Custom Property Data; Defining Custom Properties; Using the Document Stencil to Define Custom Properties; Editing Master Shapes; Editing Custom Properties in the Shape Sheet

### Supplementary Topics

Generating Property Reports in Visio and Excel; Integrating Visio with PowerPoint; Document Protection

