

## ***Visio 2003 Essentials***

- Starting Microsoft Visio 2003
- Creating a Blank Drawing from a Template
- The Visio 2003 Screen
- The Menu Bar
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Screen Tips
- Opening Stencils
- Working with Stencils
- Saving a New Drawing
- Exiting from Visio

## ***Shapes***

- Placing Shapes from Stencils
- Stamping Shapes
- Selecting Shapes
- Moving Shapes
- Duplicating Shapes
- Aligning Shapes
- Distributing Shapes
- Grouping Shapes

## ***Working with Text***

- Adding Text to Shapes
- Formatting Text in Shapes
- Selecting & Editing Text
- Creating a Heading
- Creating a Text Block
- Aligning Text
- Spell Checking Text

## ***Getting Connected***

- Connecting Shapes
- Connecting Shapes Manually
- Connecting Shapes Automatically
- Connecting Selected Shapes
- Adding Text to Connector Lines
- Changing Line Direction
- Manipulating Connector Lines
- Formatting Connector Lines

## ***Page Tools***

- Page Tools Reference
- Zooming
- The Pan & Zoom Window
- Displaying Grids & Rulers
- Changing Grids & Rulers
- Setting Guides & Guide Points
- Using Guides & Guide Points
- Working with Rulers
- Changing the Scaling
- The Drawing Explorer

## ***Size & Position***

- Resizing Shapes Manually
- Resizing Shapes Manually
- Resizing Shapes Precisely
- Changing Shape Proportions
- Using Snap & Glue
- Positioning a Shape Precisely
- Rotating Shapes Precisely
- Free Rotating
- Flipping Shapes
- Changing the Order of Shapes

## ***Formatting Shapes***

- Formatting with the Menu
- Formatting with the Toolbars
- Using the Format Painter
- Adding Shadows to Shapes
- Protecting Shapes

## ***Working with Pages***

- Naming Pages
- Inserting Pages
- Navigating through Pages
- Changing Page Order
- Page Orientation
- Rotating Pages
- Setting a Background
- Centering Content on a Page
- Deleting Pages

## **Styles**

- Styles Explained
- Redefining Existing Styles
- Modifying the Connector Style
- Defining a New Style
- Applying a Style
- Basing one Style on another Style
- Partial Styles
- Deleting Styles

## **Printing**

- Using Print Preview
- Creating Headers & Footers
- Print Setup Options
- Printing Options
- Changing Page Size