

Microsoft® Visio 2002, Enterprise Edition, for the IT Professional

This course is designed for those who want to document new information technology systems or document existing systems, using Microsoft Visio 2002, Enterprise Edition. It will provide the information needed to fully understand and use this powerful tool.

Students will learn to create professional-quality charts, documents, maps, and diagrams. They will learn to configure and use templates, stencils, charts, and tools. Students will become skilled at linking Visio diagrams dynamically to Microsoft Office documents and publishing drawings on the web. In addition, students will learn effective techniques for modeling data flow, process graphs and activity-decision diagrams using IT related templates.

Duration:

- 5 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Introduction and Overview
- Creating a Diagram
- Understanding Layout Tools
- Using Stencils and Templates
- Drawing and Editing to Create New Shapes
- Using Visio 2002 with Microsoft Office
- Understanding Visio 2002 Hyperlinks
- Using Visio Diagrams on the Web
- Making Shapes Smart
- Shape Sheet Spreadsheet
- Creating Data Driven Shapes and Drawings
- Getting Your point Across Graphically
- Creating Flowcharts
- Displaying Relationships and Processes in Block Diagrams
- Planning and Mapping Web Sites
- Inside Database and Software Diagrams
- Diagramming and Documenting Databases
- Diagramming Software Systems
- Using Advanced Visio 2002 Features