



Visio 2000 Professional: Foundation

- 1 day course

Overview and objectives

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

- Create, save, and close a drawing file
- Create and modify shapes
- Create, modify, and break groups
- Create flowcharts, organization charts, bar graphs, pie charts, and network diagrams and preview, spell check and print multiple-page diagrams
- Change the layouts, add guides, set snap and glue properties, import graphics, insert hyperlinks, add background pages, modify page settings, and insert headers and footers
- Create custom stencils and add masters to them

Target audience

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. An introductory understanding of drawing tools and the ability to understand business diagrams also is useful

Course content

Introducing Visio 2000 Getting started • Introduction to files

Using objects and shapes Using objects • Using shapes

Grouping and merging shapes Working with groups • Working with grouped shapes • Using merged shapes

Creating diagrams Creating flowcharts • Creating organization charts • Creating charts • Creating network diagrams • Printing diagrams

Modifying diagrams and pages Modifying diagrams • Modifying pages

Customizing stencils Creating custom stencils • Modifying custom stencils

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