

Microsoft Visio 2000

Course Level : Introduction

Course Duration : 2 days

Prerequisites : A working knowledge of Windows 95/98/NT4 is required.

▼ Course Content

○ Course Objectives

○ What is Visio?

- Understanding Visio 2000
- Exploring the Visio Project Environment
- Getting acquainted with a Visio Project

○ The Visio Screen

- Title Bar
- Menu Bar
- Toolbar
- Scroll Bars
- The Stencil Bar

○ Starting the Project

- Creating a New Project from a Template
- Creating a New Project from the Page Layout Wizard
- The Interface
- Standard File Types
- Changing File Types
- Panning across the page
- Navigating Pages

○ Working with Stencils

- Opening Additional Stencils
- Manipulating Stencils

○ Drawing with Visio

- Drawing Tools Overview
- Drawing Closed Shapes
- Drawing Open Shapes
- Reshaping with the Pencil Tool
- Drawing Compound Lines
- Drawing with Precision
- Using the Size and Position window
- Setting up Page
- Working with Rulers, Grids and Guides
- Saving Files
- File Properties
- Opening Drawings
- Previewing Drawings
- Printing Drawings



○ Using and Manipulating Shapes

- Duplicating Objects
- Aligning Objects
- Distributing Objects
- Rotating Objects
- Stencil and Template Applications
- Working with Layers
- Rotate Layout and Routing Functions
- Formatting Shape behaviour
- Customising Shape Properties
- Working with Shape Groups
- Using Shape Operations
- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Adding Shapes with the Rubber Stamp Tool

○ Connecting Shapes

- Using the Connector Tool
- The Connect Shapes Command
- Adjusting Connection Lines
- Connecting Shapes Automatically
- Dynamic Connectors

○ Working with Text

- Adding Text to Shapes
- Adding Text to Lines
- Adjusting Text Blocks
- Rotating Text Blocks
- Spell Check

○ Formatting Basics

- Formatting Basics
- Formatting Text
- Formatting Shapes
- Formatting Lines
- Adding a Background Shape

○ Cross Functional Flowcharting

- Overview
- Setting the Layout
- Understanding Functional Bands
- Creating Background Pages
- Adding Fields
- Adding Text to the Layout
- Formatting the functional Bands
- Creating Custom Colours
- Adding Separators
- Managing Functional Bands
- Adding Fields
- Adding Connection Points

Microsoft Visio 2000

- Adding Detail Pages
- Linking Diagrams
- Linking To Other Pages
- Creating an Off-Page Reference
- Creating Hyperlinks
- Linking to Multiple files

- **Creating Organisation Charts**
 - Overveiw
 - Importing Graphics
 - Creating the Organisation Chart
 - Adjusting Shape Placement
 - Creating Entire Grups
 - Overriding the Layout
 - Managing Detail
 - Creating Synchronised Copies
 - Custom Properties
 - Organisation Chart Wizard
 - Using the Sample Spreadsheet
 - Updating the Chart with the Wizard

- **Creating Custom Stencils**
 - The Stencil Toolbar
 - Creating new shapes
 - Adding Shapes to the Stencil
 - Adding Imported Shapes
 - Editing Master Shapes
 - Saving the Stencil
 - Using the Custom Stencil

- **Workshop**

