

Course overview:

Visio 2000 Professional: Basic

(S307eng)



**the courseware
company**

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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

Who should attend?

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.

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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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