

Microsoft Visio 2000

Course Objectives:

This course is designed for new users of Microsoft Visio 2000 or for users with limited experience. Delegates will learn how to plan, manage and use the various Visio tools to present flowcharts and other diagrammatical information.

Prior Knowledge Required:

No prior knowledge of Visio 2000 is required but delegates should have some basic PC and Windows experience.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- Visio 2000 Concepts
- Launching Visio 2000

The Visio 2000 Environment

- Exploring the Visio 2000 Screen Layout
- Toolbars, Button ToolTips & Menus
- The Office Assistant

Visio Basics

- Views and Navigation
- Entering Tasks
- Using Stencils and Templates
- Panning Across Pages

File Operations

- Creating and Saving Files
- Standard File Types
- Opening Additional Stencils

Using Drawing Tools

- Using the Drawing Tools
- Open Shapes
- Closed Shapes
- Using the Pencil Tool
- Sizing and Moving Shapes
- Aligning and Distributing Objects
- Rotating Objects

Custom Stencils

- Creating Custom Stencils
- The Stencil Toolbar
- Creating, Adding and Editing Stencil Shapes

Flow Charts

- Using Guides
- Master Shapes
- Using the Rubber Stamp Tool
- Connecting Shapes
- Basic Text Features
- Formatting Text
- Formatting Shapes
- Text Blocks

Basic Network Diagramming

- Starting a New File
- Page Set Up and Properties
- Creating Background Pages
- Adding Fields
- Importing Graphics
- Using Topology Shapes
- Creating Hyperlinks
- Printing Charts

Diagramming and Data

- Selecting and Connecting Shapes
- Glue Settings
- Layout and Routing Options
- Working With Spreadsheet Data

Reports

- Using the Property Reporting Wizard
- Creating Custom Properties
- Generating Property Data Reports
- Custom Properties



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