

# Visio 2000 - Introduction

Bookings 020 7837 2690

www.premierit.com

<b>Course Duration:</b> 1 day	<b>Course Hours:</b> 10am – 5pm
<b>Pre-requisites:</b> The delegate should be familiar with using a mouse, and working in a Windows environment	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Create and edit drawings using Visio 2000 Standard • Draw, format and manipulate shapes • Work with stencils • Enter and format text • Work with diagrams in Visio and export diagrams to other applications • Customise Visio 2000 Standard	

<b>Introduction</b> About Visio 2000 Standard • Business Drawings • Sample Visio Drawings Standard Edition
<b>Getting Started</b> Starting And Exiting Visio 2000 Standard • Visio Solutions • Screen Layout • Wizards • Starting A Drawing • Menus, Toolbars And Dialogue Boxes • Undo • Getting Help
<b>File Operations</b> Opening And Closing Drawings • Saving Drawings • Finding Drawings • Shortcut Keys
<b>Working With Shapes</b> Placing Shapes • Resizing Shapes • Moving And Copying Shapes • Using The Stamp Tool • Multiple Shapes • Arranging Shapes • Distributing Shapes • Grouping Shapes
<b>Using The Drawing Tools</b> Rotating And Flipping • Formatting Shapes • Changing The Z-Order Of Shapes • Adding Colour To Drawings
<b>Working With Stencils And Text</b> Docked And Floating Stencils • Connecting Shapes • Dynamic Glue • Adding And Editing Text • Adding Text To Drawings • Zooming In And Out • Panning
<b>Using Styles</b> Understanding Styles • Using Styles In Visio • Applying Styles
<b>Multiple Page Diagrams</b> Inserting New Pages • Deleting Pages • Renaming Pages • Reordering Shapes • Linking Shapes • Background Pages
<b>Finishing A Diagram</b> Spell Checking A Page • Inserting Fields • Using Print Preview • Printing A Diagram
<b>Drawing With Layers</b> Creating An Office Layout • Colouring Layers • Displaying And Hiding Layers • Locking Layers • Printing Layers • Placing Shapes On Layers
<b>Sharing Diagrams With Other Applications</b> Inserting A Visio 2000 Drawing Into Another Application • Inserting Data From Another Application Into Visio • DDE (Dynamic Data Exchange) • OLE (Object Linking And Embedding)
<b>Customising Visio</b> Editing Stencils • Opening A Document Stencil And Editing A Master Shape • Creating And Editing Templates • Customising Visio • Adding New Buttons To An Existing Toolbar • Customising The Grid • Customising The Snap-To Option

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode VISB2K



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