

Microsoft® Visio 2000

This course is designed for those who want a thorough overview of the most-used features and functions of Microsoft Visio 2000. It provides comprehensive information about getting started with Visio, diagramming assets, planning projects and presentations, and customizing and saving shapes.

Students will learn to create professional-quality charts, documents, maps, and diagrams. They will learn to configure and use templates, stencils, charts, and tools. In addition, students will become skilled at linking Visio diagrams dynamically to Microsoft Office documents and publishing drawings on the web.

Duration:

- 5 Days, Instructor-led

Prerequisite:

- There is no prerequisite for this course.

Topics Include:

- Introduction and Overview
- Creating Your First Diagram
- Understanding Layout Tools
- Using Stencils and Templates
- Drawing and Editing to Create New Shapes
- Using Visio 2000 with Microsoft Office
- Understanding Visio 2000 Hyperlinks
- Using Visio Diagrams on the Web
- Making Shapes Smart
- Shape Sheet Spreadsheet
- Creating Data Driven Shapes and Drawings
- Getting Your point Across Graphically
- Using Advanced Visio 2000 Features