

Microsoft® Visio 2000, Enterprise Edition, for the IT Professional

This course is designed for those who want to document new information technology systems or document existing systems, using Microsoft Visio 2000, Enterprise Edition. It will provide the information needed to fully understand and use this powerful tool.

Students will learn to create professional-quality charts, documents, maps, and diagrams. They will learn to configure and use templates, stencils, charts, and tools. Students will become skilled at linking Visio diagrams dynamically to Microsoft Office documents and publishing drawings on the web. In addition, students will learn effective techniques for modeling data flow, process graphs and activity-decision diagrams using IT related templates.

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
- Data Flow Model Diagrams
- Flowcharts
- Additional IT Related Diagrams
- Using Advanced Visio 2000 Features