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# Visio 2000 Standard: Introduction

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**Prerequisite:** Windows training

**Duration:** 1 Day

## What's in Visio 2000 Standard: Introduction?

T&E's *Visio 2000 Standard: Introduction* is a course designed to introduce the basics features and technical functions of Visio 2000 Standard. It is arranged in a series of task-oriented exercises that demonstrate the basic features of Visio 2000.

### Topics Include:

#### Learning your way around

- Starting a New File
- The Interface
- Standard File Types
- Changing View Settings
- Navigating Pages
- Opening Additional Stencils
- Selection Techniques
- Scaling and Resizing Objects

#### Basic Techniques

- Drawing Tools Overview
- Drawing Closed Shapes
- Creating Open Shapes
- Drawing Compound Shapes
- Drawing with Precision
- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis of Connected Drawings
- Rotating Objects

#### Creating A basic Flow Diagram

- Flowcharting Tips
- Understanding Master Shapes
- Placing Shapes
- Connecting Shapes
- Basic Text Features
- Adding Text to Shapes

#### Cross-functional Flowcharting

- Setting the Layout
- Understanding Functional Bands
- Setting File Properties
- Page and Printer Setup
- Creating Background Pages
- Adding Text to the Layout
- Creating Custom Colors
- Adding Separators
- Managing Functional Bands
- Adding Connection Points
- Linking Diagrams
- Creating Hyperlinks

#### Creating Organization Charts

- Using the page Layout Wizard
- Importing Graphics
- Creating the Organization Chart
- Adjusting Shape Placement
- Creating Entire Groups
- Overriding the Layout
- Managing Detail
- Custom Properties
- Organization Chart Wizard
- Changing Shapes
- Updating the Chart with the Wizard
- Printing Your Charts

#### Creating Custom Stencils

Adjusting Text to Shapes

Formatting Basics

Formatting Text

Formatting Text Blocks

Formatting Shapes

Formatting Lines

Adding A Background Shape

Dynamic Connectors

Creating Custom Stencils

Creating New Shapes

Adding Shapes to the Stencil

Saving the Stencil