

## Visio 2000 Introduction

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### Duration: 1 day

- Starting Visio
- Using Stencils
- Using Toolbars
- Using the Shape Explorer
- Closing Visio
- **Using Visio Basics**
  - Opening a File
  - Moving Between Pages in a Drawing
  - Adding, Reordering, and Deleting Pages
  - Saving a Visio File
  - Closing a Visio File
  - Using Print Preview
  - Using Page Setup
  - Printing a Drawing
- **Creating a Drawing**
  - Starting a Drawing
  - Adding Master Shapes to a Drawing
  - Selecting Shapes
  - Zooming In and Out in the Drawing
  - Understanding Shapes Components
- **Connecting Shapes**
  - Using Connectors
  - Connecting Shapes Automatically
  - Manipulating Connectors
  - Using the Connector Tool
  - Using Control Handles
  - Adding Connection Points
- **Working with Text**
  - Adding Text to Shapes
  - Creating Text-Only Shapes
  - Editing Existing Text
  - Modifying a Text Block
  - Formatting Text
- **Working with Shapes**
  - Using the Drawing Tools
  - Resizing Shapes
  - Formatting Shapes
  - Moving Shapes
  - Copying Shapes
- **Manipulating Shapes**
  - Rotating Shapes
  - Aligning Shapes
  - Distributing Shapes
  - Creating and Using Guides
- **Altering Shapes**
  - Changing the Stacking Order of Shapes
  - Grouping and Ungrouping Shapes
  - Changing Double-Click Behaviour