

# Visio

## Flowcharting, Organizational and Layout Drawings

### Course Description

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Visio is the ultimate tool for documenting processes, creating organizational charts and building “maps” of office layouts, systems and networks. Visio has a built in data connection that allows the creation of custom data sets that can be exported to Excel for analysis of the org. chart, process or systems.

In this course you will learn fundamental skills while creating several types of diagrams using Visio. You will create a directional map, a block diagram, a basic and cross-functional flowchart, an organizational chart and an office layout. As you create these drawings you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes and apply styles to shapes, text and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you’ve completed to course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

### Course Duration: 7 hrs

### Basic Skills Checklist

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The following list summarizes skills that students will be comfortable with after this course.

- Work with the screen, screen tips, ribbon and the quick access toolbar
- Identify the various types of drawings you can create
- Drag shapes from stencils, resize, rotate, align and transform them
- Use smart features such as numbering shapes automatically
- Apply title, borders, backgrounds and color schemes
- Quickly locate any master shape within the stencil library
- Create custom stencils
- Create an organizational chart
- Create a flowchart or cross-functional flowchart
- Create a process map
- Create an office floor plan to scale
- Integrate the shapes to a database to automatically create reports and summaries in Excel

### Course Prerequisites

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The course assumes that students are knowledgeable of and comfortable using a computer. The student should also be familiar with the Microsoft Office program layout.

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