

# Visio Flowcharts - Introduction

(1 day)

## Aim

This course offers an introduction to creating flowcharts with Visio.

## Who should attend

## Course Content

### VISIO DEFINITIONS

The screen layout  
Stencils and drawings  
Using stencils to create drawing  
Working with multiple stencils  
Saving, closing and opening files

### WORKING WITH SHAPES

Working with handles  
Selecting objects  
Working with objects  
Attributes, aligning, distributing, rotating,  
Flipping  
Grouping  
Shape order

### WORKING WITH TEXT

Adding text to shapes  
Using the text tool  
Free standing text  
Text enhancements  
Alignment, point size, colour  
Tab settings  
Bullets  
Working with text independently from objects

### CONNECTING SHAPES

Stencil connectors  
Drawing connectors  
Connecting with 1D shapes  
Using dynamic glue  
Adding, deleting and moving connector points  
Working with connector points

### VISIO PAGES

The page views  
Adding pages  
Background pages  
Page Orientation (portrait, landscape)  
Printing drawings  
Basic principles of Flow charting  
Why draw a Flow chart?  
Flowcharting Symbols  
A Flowcharting example

### CREATING FLOW CHARTS WITH VISIO

#### DIFFERENT STYLES OF FLOW CHARTS

Tips for Creating Flow Charts  
An overview of Process Mapping

### CREATING BACKGROUND PAGES

Using Background Pages for Flow Charts  
Creating Stencils for Flow Charts

### INTEGRATING VISIO

Taking Flow Charts into Word to integrate  
within documents  
Taking Flow Charts into PowerPoint



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