

# MS VISIO

## NOVEMBER 2019 HOC CUSTOMIZED OUTLINE

### Course Description

Microsoft Visio can be used to create simple or complicated diagrams. It offers a wide variety of built-in shapes, objects, and stencils to work with. You can also make your own shapes and import them if you're willing to do all that extra work. The driving idea behind Visio is to make diagramming as easy as possible for the user

### COURSE CONTENT

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#### CREATING ORG CHARTS

- Creating an Organization Chart
- Create a Basic Organization Chart
- Modify an Organization Chart

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#### CREATING FLOOR PLANS

- Making a Floor Plan
- Make a Basic Floor Plan
- Model a Room Layout

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#### CREATING WORKFLOW DIAGRAMS

- Creating a Workflow Diagram
- Adding Shapes
- Modifying a Diagram
- Create, Style and Modify

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#### STYLING A DIAGRAM

- Shape and Connector Styles
- Using Containers
- Apply Backgrounds, Borders and Styles

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#### BACKSTAGE VIEW

- File Options and Advanced Settings

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#### CREATING PROCESS DIAGRAMS

- Creating a Process Diagram
- Adding Shapes
- Creating New Subprocesses
- Linking Subprocesses
- Editing Subprocess Links
- Process Mapping

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## CREATING CROSS-FUNCTIONAL FLOWCHARTS

- Creating a Cross-Functional Flowchart
- Adding Swim lanes and Separators
- Adding Shapes
- Changing Diagram Orientation and Direction
- Modifying Swimlane Margins
- Choosing a Flowchart Style

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## TEMPLATES AND STENCILS

- Creating Stencils
- Creating Templates

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## SHARING DRAWINGS

- Review Drawings
- Insert Drawings into other MS Office Products (Word and PowerPoint)
- Print Drawings

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## MS AVAILABLE TEMPLATES OVERVIEW

- If time is available, review some of the available templates that MS Visio has