Grapevine Computing

Microsoft Visio - Effective Business Process Diagrams

Duration: One Day

Overview: This one-day Visio course is an introduction to this Microsoft application and will guide users through the design and management of basic diagrams, workflows and charts.

Who should attend: This course is designed for people who have an understanding of basic workflows and the concept of end-to-end flowcharting. Delegates should have an understanding of the windows interface and have an appreciation of drawing applications and design concepts

Content

Getting Started with Visio

- ➢ Explore the Visio Interface
- ➢ Customise the Visio Interface
- ➢ Create a New Diagram

Creating a Route Map

- ➢ Add Shapes to a Diagram
- ➢ Manipulate Shapes
- ➢ Add Text
- ➢ Format Text
- ➢ Change the Stacking Order

Modifying Diagram Shapes

- ➢ Manage Shapes
- ➢ Format Shapes

Creating Process Diagrams

- ➢ Create a Flowchart
- ➢ Apply Page Styles
- ➢ Create a Cross-Functional Flowchart
- ➢ Create a Workflow Diagram

Representing an Organization Hierarchy

- ➢ Create an Organisation Chart
- ➢ Modify an Organisation Chart

Recommended follow-on courses: Customise Plans and Share Information