

# 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

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## Microsoft Visio - Customise Plans and Share Information

**Duration:** One Day

**Overview:** This course builds on the previous course and guides you through the process of creating custom elements and a custom templates as well as representing external data as a drawing, and share your work with others. Delegates will learn how to create custom shapes, stencils, design floor plans and design styles and stencils.

**Who should attend:** Delegates should be familiar with the concept covered in the previous course and have an understanding of basic workflows and the concept of end to end flowcharting.

## Content

### Creating a Custom Shape

- Draw Basic Shapes
- Enhance Basic Shapes

### Designing a Custom Stencil

- Create a Custom Stencil
- Customise a Stencil Master

### Styles and Templates

- Define a New Style
- Create a Template

### Designing a Floor Plan

- Create an Office Layout
- Work with Layers

### Representing External Data in Visio

- Generate a PivotDiagram
- Create an Organization Chart from External Data
- Import Project Plan Data into Visio
- Link to a Database
- Import Excel Data

### Sharing Your Drawings

- Link a Visio Drawing to Other Applications
- Convert a Visio Drawing to Other File Formats
- Print a Visio Drawing