# Building Blocks

## Microsoft® Visio Professional

Effective Flowcharting and Process Design
using Microsoft Visio Professional

**Flowcharts and process diagrams play a pivotal role in knowledge dissemination, making complex business processes and data easier to understand. Microsoft Visio Professional includes a host of features that are instrumental in creating pictorial representations of this information.**

In this course, you will learn the essentials of process design and visualization, along with effective strategies for flowchart and diagram creation and customization using Microsoft Visio Professional.

### Audience

Intermediate-Level and Experienced Process Managers and Team Members, Flowchart & Diagram Developers.

### Duration: 2 Days

### Instruction Methodology:

You will also receive guided instruction and background details on how to effectively build processes, flowcharts, and focused organization diagrams from an experienced management process and flowcharting consultant.

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**Upon completion of this course, participants will be able to:**

- Understand principles of visual flowcharting and design.
- Design and manage basic management process and flowchart diagrams, workflows, and other visual tools.
- How flowcharts compare to mind-maps
- Create customized drawing elements and templates.
- Represent external data as drawing elements.
- Share your Visio diagram content with others.

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## Topics

**Section 1: Starting Out**

- Meeting Microsoft Office Visio
- Working with Visio Files
- Creating a Diagram
- Using the Shapes Pane
- Connecting Shapes
- Getting Help in Visio

**Section 2: Understanding and Customizing the Visio Interface**

- Getting Acquainted
- The Quick Access Toolbar
- Tabs and Groups
- Customizing the Ribbon

**Section 3: Overview of the Command Tabs**

- The Home Tab
- The Insert Tab
- The Design Tab
- The Data Tab
- The Review Tab
- The View Tab

**Section 4: Creating Diagrams**

- Starting Points for Your Diagrams
- Using Visio's Editing Tools
- Editing Shapes
- Formatting Shapes
- Arranging Shapes

**Section 5: Doing More with Diagrams**

- Formatting Text, Part One
- Formatting Text, Part Two
- Working with Text Blocks
- Adding Freeform Shapes
- Section 6: Printing and Viewing Your Diagram
- Using Visio's Viewing Tools
- Working with Pages
- Polishing Your Diagram
- Printing Your Diagram