

Visio 2013 Workshop



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Visio 2013: Fundamentals

Course Description

This Visio 2013 hands-on course will provide students with the skills necessary to use the functions and features of Microsoft Visio 2013 to create, edit and save Visio diagrams for flow charts, organizational charts, floor plans and workflows.

Learning Objectives:

- Navigate in Visio and customize the ribbon
- Create a basic flow chart
- Create an organizational chart using the chart wizard
- Create floor plans with furniture and equipment
- Create database entity relationship diagrams
- Format shapes and connectors

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Unit 1 Getting Started with Visio 2013

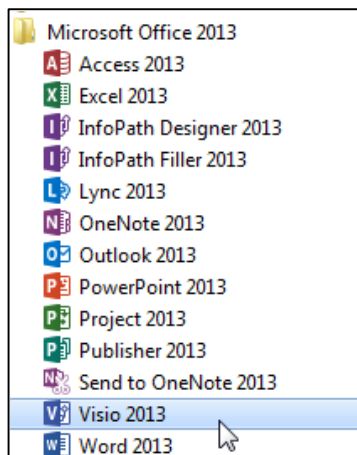
Topic 1 Introducing Visio 2013

Visio 2013 is a program to create charts and diagrams with data analysis. This program is very useful for:

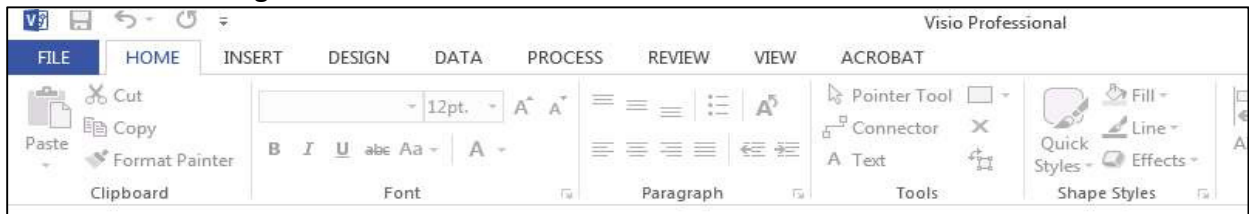
1. Organizational charts
2. Floor layouts
3. Flow charts
4. Data analysis

Topic 2 Creating a New Chart in Visio 2013

1. Select **Start>>All Programs>>Microsoft Office>>Visio 2013**



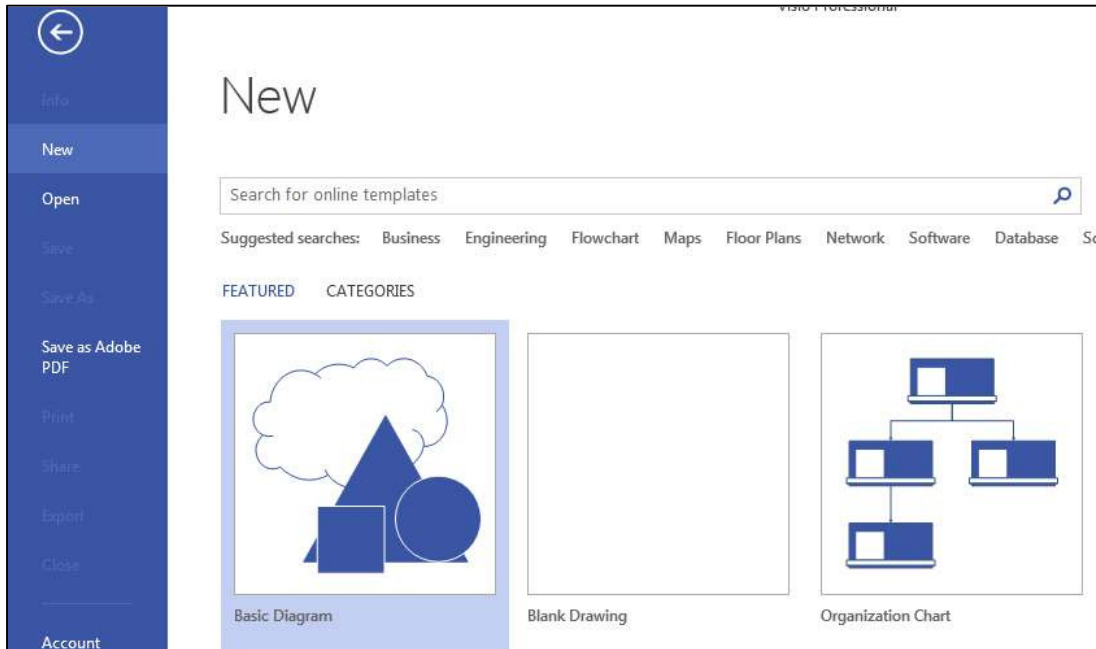
2. Visio will open a new desktop ready to use. You will see tabs, such as **Home**, **Insert**, etc., with functions along what is called a ribbon.



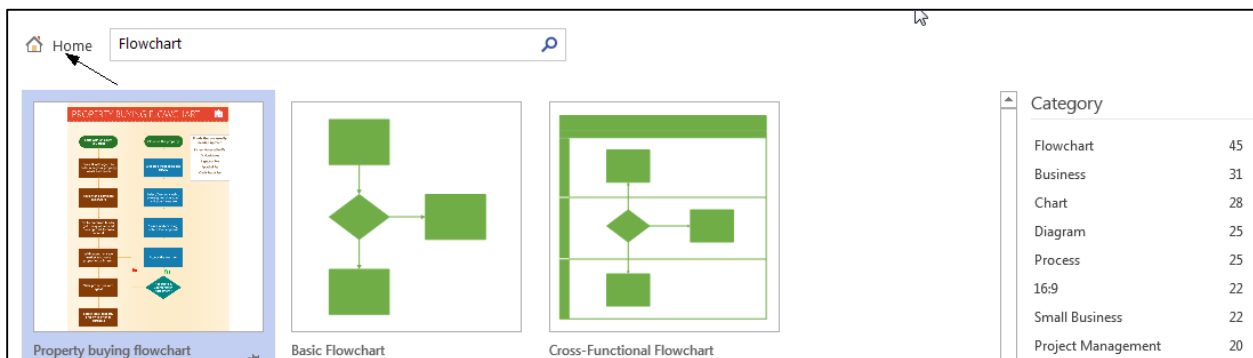
Topic 3 Exploring the Visio 2013 Interface

1. There are many templates for organizational charts in Visio 2013. You can select one that is close to your needs and then adapt it using the Visio tools.

Click File>>New and you will see diagrams for many different work needs.



2. You can search for templates or use the suggested searches. If you select “Flowchart” you will get many different types of flow charts with categories on the side. Click the **Home** link to go back.



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