



University Information
Technology Services

Microsoft Visio 2010

Flow Charting Software

An Introduction

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Introduction

Microsoft Visio is flowcharting software that can be used to represent processes, workflows, networks, office organizations, data flows, cause and effect diagrams, timelines, floor plans, electrical circuits, charts, and more. This booklet covers the creation of a flowchart, an organizational chart, and a timeline.

The Microsoft Office 2010 Interface

The Ribbon

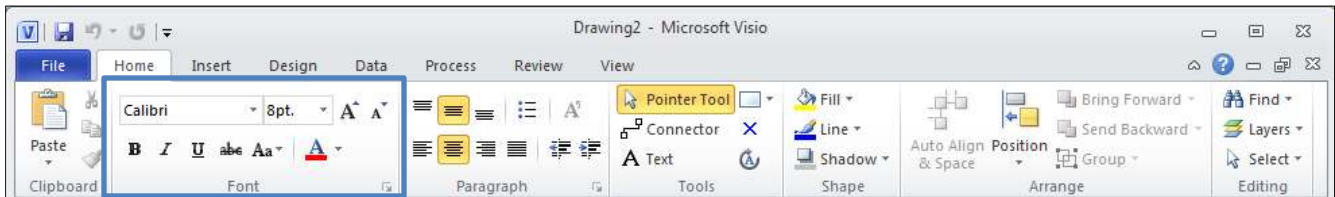


Figure 1 - The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task.

The ribbon is made up of a set of tabs that pertain to the different functionalities of Visio, such as designing pages, inserting objects onto pages, or linking data to shapes. Each tab is further divided into logical groups (of buttons), such as the *Font* group shown above. There are also “contextual tabs” that appear, depending on what you are working on at that time. For example, if you insert pictures, the Picture Tools tab appears whenever a picture is selected (see Figure 2).

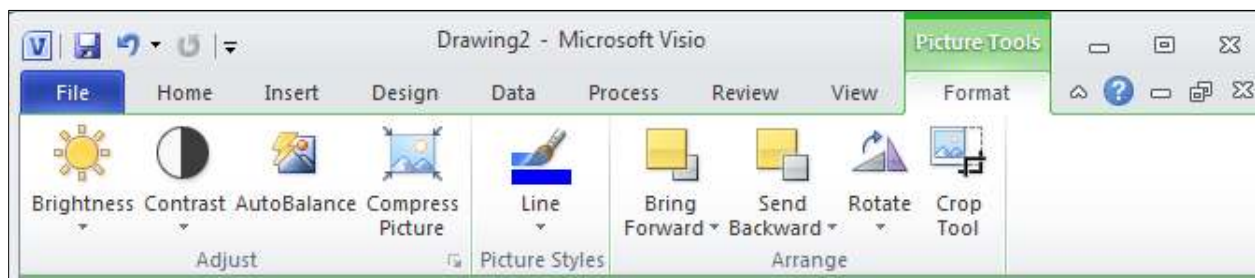


Figure 2 - Contextual Tab

The File tab



Figure 3 - File Tab

The **File** tab provides a centralized location called the Microsoft Office Backstage View, for all tasks related to Visio file management, which includes opening, creating, closing, sharing, saving, printing, converting to PDF, and emailing. The Backstage View also allows for viewing document properties, removing personal information, and reducing the file size by removing unused items.

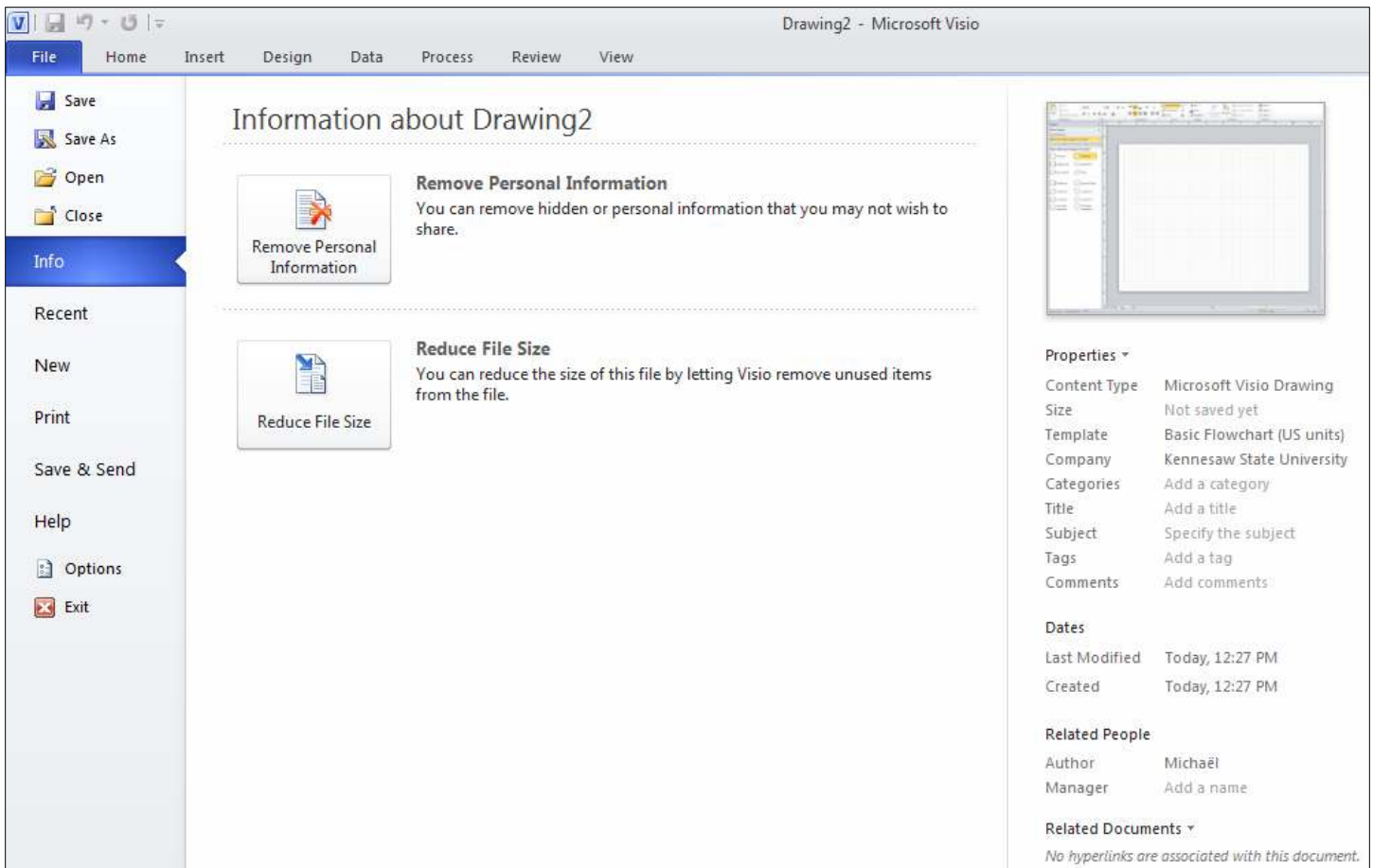


Figure 4 – File Tab

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