University Information
Technology Services

Microsoft Office
Visio 2016 for Windows

Introduction to Visio

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Introduction

This booklet is the companion document to the Microsoft Office: *Visio 2016 for Windows: Introduction to Visio* workshop. 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.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Use the Visio 2016 Interface and Ribbon to create and enhance your drawings
- Create drawings from templates and starter diagrams
- Drag and drop shapes from stencils onto your drawing window and connect the shapes in your drawing
- Modify the theme and style of your drawings, diagrams and charts
- Save and print all of your drawings

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