Today’s Topics

- It’s About Communication
- Visio Standard vs. Professional
- Templates, Stencils & Shapes
- Visio’s Interface
- Working with Shapes
- Snap & Glue
- Connectors
Today’s Topics (cont.)

- Diagram Demos
  - Flowchart, Cross-Functional Flowchart, Organization Chart, Timeline
- Printing Diagrams from Visio
- Visio Diagrams In Office Documents
- References
It’s About Communication

- Information Graphics
- When creating a Visio diagram, ask:
  - What is the story I’m trying to tell?
  - Who’s my audience?
Standard vs. Professional

- **Visio Standard**
  - Intended for business professionals who need to communicate visually about their organization’s people, projects and processes

- **Visio Professional**
  - Intended for technical professionals and includes many industry-specific solutions
Templates, Stencils & Shapes

- **Four Important Visio Terms**

  - **Template**
  - **Stencil**
  - **Shape**
  - **Master Shape**
Visio’s Interface

- The Drawing Page
- Pasteboard
- Shapes Window
- Page Tabs
- Standard and Formatting Toolbars
- Status Bar
- Rulers
Demo #1 – The Visio Interface

- Choosing a Drawing Template
- Looking At The Parts Of The Visio Interface
- Choosing Between Stencils
- Opening a Stencil’s Menu
- Screen Tips for Shapes
- Pan & Zoom Window
- View Menu
Shapes

- Building blocks of diagrams
- Represent concepts or real-life objects
- Some contain unique behaviors or built-in options
Shapes

- One-Dimensional Shapes vs. Two-Dimensional Shapes
Demo #2 – Working With Shapes

- Moving
- Sizing
- Duplicating
- Editing
- Finding A Shape
  - The “Find Shape” button (new to XP)
Formatting Shapes

- Modifying The Look Of A Shape
  - Text
  - Line
  - Fill
  - Line Ends
- Format Painter
Snap & Glue

- **Snap**
  - Snapping pulls a shape toward a gridline for perfect alignment
  - Shapes will “snap” to rulers and the nearest grid line by default

- **Glue**
  - Glue makes a connector stay attached to shapes or connection points
Connected Drawings

- Show related ideas, relationships or a sequence by showing shapes connected by lines
- Include flowcharts, organization charts and network diagrams
Connectors

- One-dimensional shapes that attach automatically to two-dimensional shapes
- Shape-to-Shape and Point-to-Point Connectors

Pg. 67, Resources Online, Step by Step, Microsoft Visio Version 2002, Microsoft Press, 2001
Connectors

- Two Methods For Connecting Shapes
  - Add shapes to the drawing page first
  - Use the Connector tool to drag shapes from a stencil onto the drawing page
- Connector Tool
Demo #3 – Flowchart

Start

- Alarm Goes Off

- Awake Before 7:30 AM?

  - Go Back to Sleep

  - Is it Snowing?

    - Yes

    - Get Up and Get Ready
Demo #4 – Cross-Functional Flowchart

<Process Name>

<phase>  <phase>

<Function>  <Function>  <Function>

<Function>  <Function>  <Function>

<Function>  <Function>  <Function>

<Function>  <Function>  <Function>
Demo #5 – Organization Chart

- Two Methods
  - Manual
  - Organization Chart Wizard
Timelines

- Visuals that represent a specific period of time and the events that occur during that time
  - Particularly good at showing an overview of a project – status, history of events, future events
Demo #6 - Timeline

- Two Methods
  - Manual
  - Import Project Data Wizard
Printing Diagrams from Visio

- Visio vs. Office
- Visio Template vs. Manual Drawing
- Page Setup Dialog Box
  - Fixing Page Orientation Problems
- Troubleshooting
  - Using Visio Help
Visio In Office Documents

- Methods for Incorporating Visio into Office XP Documents
  - Creating a Visio drawing from within an Office XP file
  - Embedding
  - Linking
References

- **Books**
  - Resources Online, Microsoft Visio Version 2002 Step By Step, Microsoft Press, 2001

- **CBT – CSC Learning Place**
  - OPER0146: Six Sigma DMAIC: Analyzing the Process
References

- **Internet Articles**
  - “Using A Visio Timeline Diagram In PowerPoint” by Tom Bunzel

- **Stencils (Third-Party)**
  - MVPS.org
    - http://www.mvps.org/visio/3rdparty.htm
  - Microsoft Website