

Explore how Visio can help you create professional-looking graphic diagrams, maps, and drawings, using its extensive by using its extensive gallery of shapes, themes, and stencils. Learn how you can use its graphic capabilities to communicate processes, flows and relationships, through visual representations. Learn how to design, modify, and manage a wide assortment of diagrams including flowcharts, organizational charts, network diagrams, workflow diagrams, timelines, floor plans, block and dataflow diagrams, wireframes, calendars, maps, and Gantt Charts. See how to draw and organize shapes. Add pictures as shapes. Create new shapes and organize them on stencils. Format using traditional tools as well as from an assortment of themes. Learn how to properly connect shapes, visually organize them into containers and create multiple layers drawings. Understand paging features and shape sheets. Learn how to utilize data graphics that transforms any diagram into a visual database, along with creating data shape reports.

CREATE BUSINESS DIAGRAMS

- Create Diagrams from Scratch or Templates.
- Explore Shape Stencils to Draw Diagrams.
- Create Business Flowcharts and Org Charts.
- Create Workflow and Dataflow Diagrams.
- Create Wireframes and Network Diagrams.
- Create Timelines, Maps, Floorplans, Gantt.

DRAW AND ORGANIZE SHAPES

- Dynamic Grid to Make Drawing Easier.
- Insert Shapes into The Drawing Area.
- Insert Pictures, ClipArt, and Graphics.
- Categorize Shapes Using Layers.
- Duplicate, Resize and Delete Shapes.
- Move, Rotate, Flip, And Invert Shapes.
- Import Graphics and Use as Shapes.
- Format Bordering, Line and Fill Colors.
- Add Text to Any Shape and Text Boxes.
- Connect Shapes with Connector Lines.
- Group and Combine Objects.
- Dynamic Grid to Quickly Align Objects.

CREATE NEW STENCILS

- Create New Stencil Sheets of Shapes.
- Add Shapes to Stencils from Other Stencil Sheets and as New Shapes from Outside.
- Save, Open, Close and Delete Stencils.

THEME FORMATTING

- Apply Themes for Rapid Formatting.
- Remove A Theme from A Shape

CONNECTING SHAPES AND PICTURES

- Connect Shapes Using Connectors.
- Point and Dynamic Connectors.
- Automatically Connect Shapes.
- Delete or Sever a Connection.
- Change Connector Appearance including Right Angle, Straight and Curved Lines.
- Auto Space to Refresh Shape Layout.

SHAPE CONTAINERS AND LAYERING

- Group Related Shapes into Containers.
- Labels and Formatting to The Container.
- Organize Shapes into Layers.

PAGING FEATURES-SHAPE SHEETS

- Add Drawing Pages and Sub Pages.
- Activate the Auto Size Feature to Automatically Extend into Multiple Pages as Your Diagram Drawing Grows.
- Page Size and Orientation Tall Wide.
- Background, Borders, and The Titles Features.
- Preset Backgrounds, Borders, and Titles.
- Insert Background Fields Including Date and Time, Document Info, Pg Numbers.

PRESENTING AND PRINTING

- Presentation Mode to Display Diagram Without the Usual Visio Elements Like Toolbars and Other Screen Elements.
- Print in Color, Grayscale or B&W.

DATA GRAPHICS AND DATA SHAPE REPORTS

- Transform a Diagram into a Visual Database Where Shapes Become Records That Can Contain Any Number of Fields.
- Using Data Graphics to Display Information About the Data Contained Within a Shape.
- Create a New Data Graphic or Convert an Existing Shape into a Data Graphic.
- Learn How to Add an Icon Set to a Shape.
- Add a Text Graphic to a Shape.
- Add a Data Bar to a Shape.
- Remove A Data Graphic from a Shape.
- Learn How to Add a Legend from a List of Legend Styles as Well as Creating Your Own.
- Learn How You Can Run a Report That Lists the Text or Data That Is Associated (Contained Within) With Each of The Data Shapes of Your Diagram (Database).
- Learn How You Can Customize Any Report by Adding, Removing and Modifying Fields to Your Needs.