



# Microsoft Visio Overview

# Visio Desktop: Typical Workflow



1. **Templates**
2. **Ribbon (Tabs, Groups, Commands)**
3. **Palette/Stencils/Shapes**
4. **Find Commands (Tell Me...)**
5. **Zoom/Fit/Presentation Mode**
6. **Diagram Tabs**
7. **Save/Export**

# Visio: Types of Process Flow Diagrams



## 1. Basic Flowchart

- Process Flow

## 2. Swimlane (Cross Functional)

- Actors in Swimlanes
- Roles and Responsibilities
- RACI

# Visio: Frequently Used Tools



1. **Pointer Tool**
2. **Connector Tool**
3. **Text**

# Microsoft Visio: Key Concepts



1. Shapes
2. Stencils
3. Palette
4. Diagram

# Microsoft Visio: Objects Hierarchy



## Diagram

↳ Palette

↳ Stencils

↳ Shapes



# Microsoft Visio Online

# Visio Online: User Interface



1. **Simplified Ribbon**
2. **Palette/Stencils/Shapes**
3. **Share/Comments**
4. **Zoom/Fit**
5. **Profile**



# Microsoft Visio: Key Concepts



1. Shapes
2. Stencils
3. Palette
4. Diagram

# Visio: Hierarchy



## Diagram

↳ **Palette**

↳ **Stencils**

↳ **Shapes**

# Microsoft Visio: Process Flow Diagrams



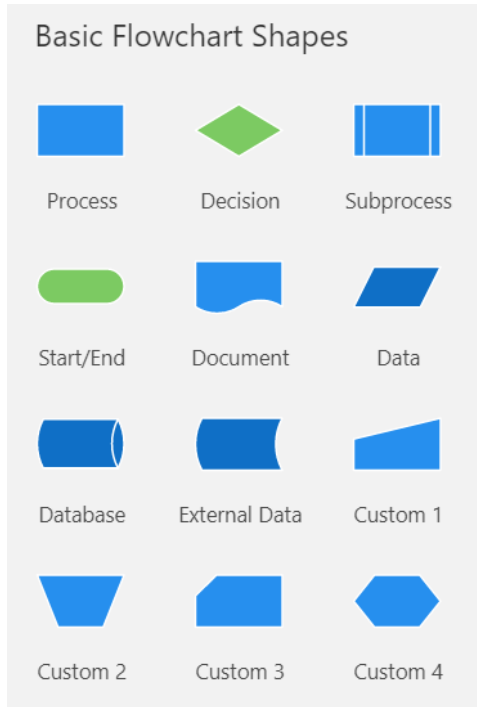
## 1. Basic Flowchart

- Process Flow

## 2. Swimlane (Cross Functional)

- Actors in Swimlanes
- Roles and Responsibilities
- RACI

# Visio Online: Key Considerations



1. Web Based (Major Browsers)
2. Share to Get Feedback Faster
3. Auto Save and OneDrive
4. Templates
5. Samples

# Visio Online: Latest Release New Features

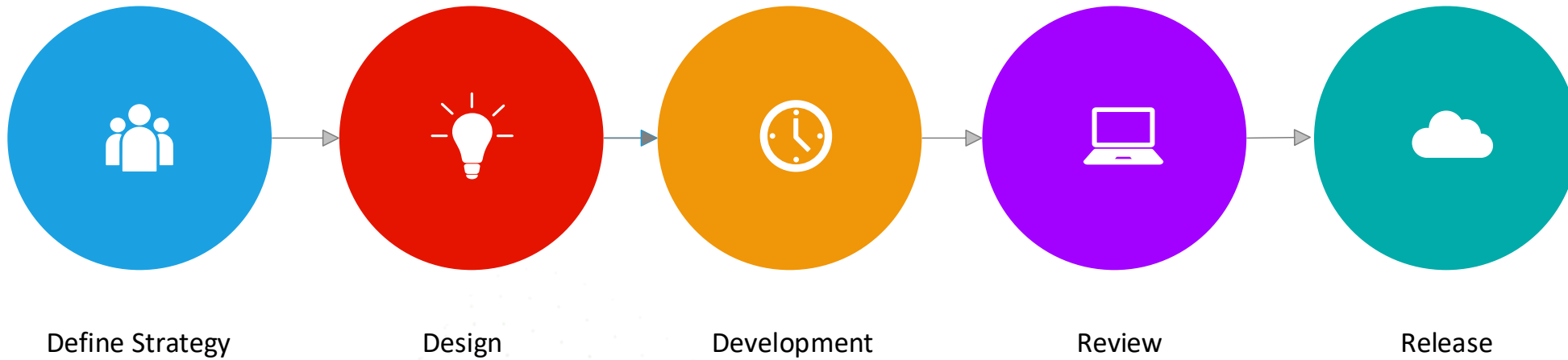


- 1. Work Together on Diagrams (Teams)**
- 2. Links in Shapes**
- 3. Copy/Paste Diagrams Between Files**
- 4. New Stencils and Shapes**
- 5. Excel Data to Generate Diagrams**
- 6. Chen & Crow Notation (DB Design)**
- 7. Save Diagram as Image**

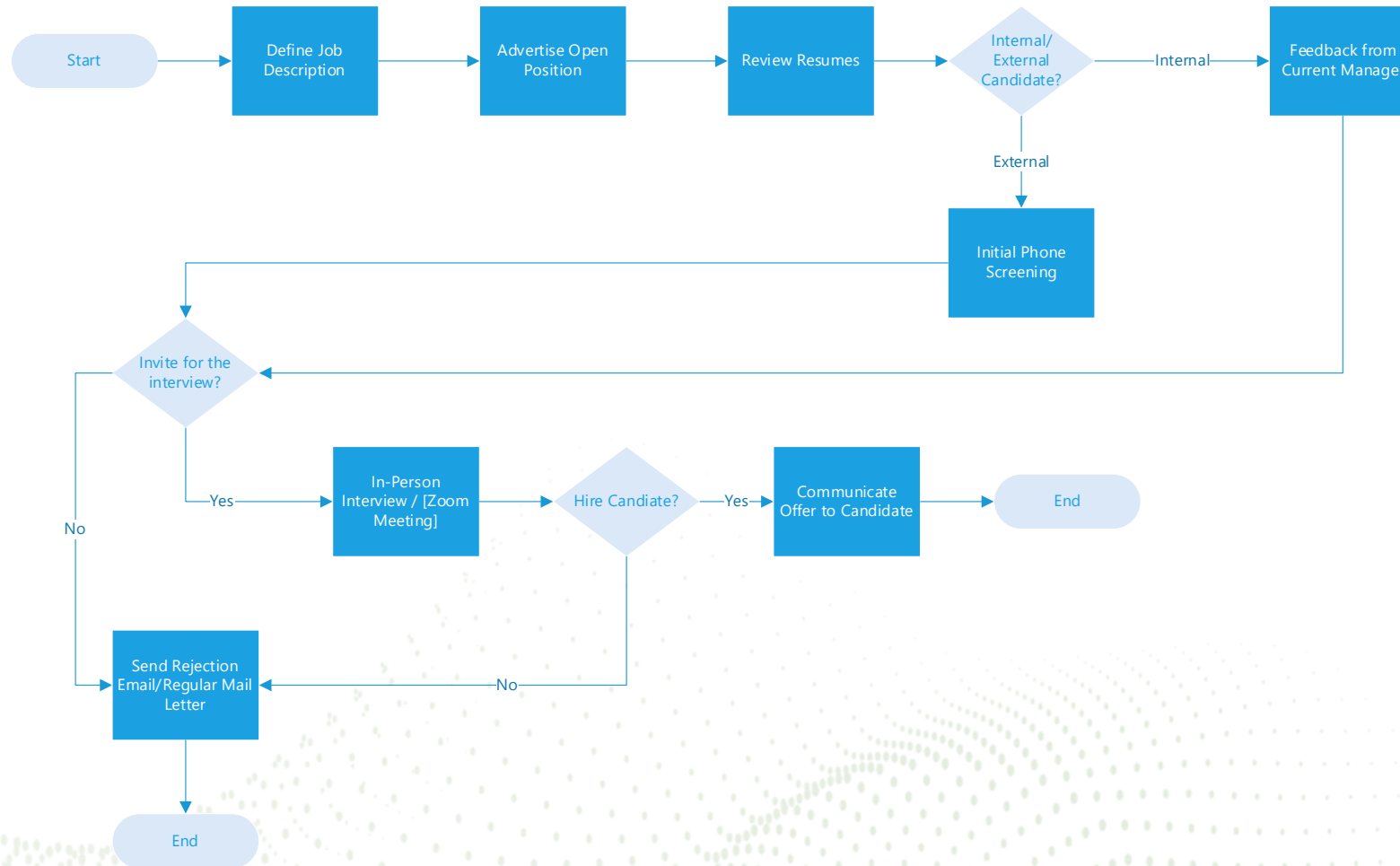


# Microsoft Visio Typical Diagrams

# Project Execution Steps Diagram

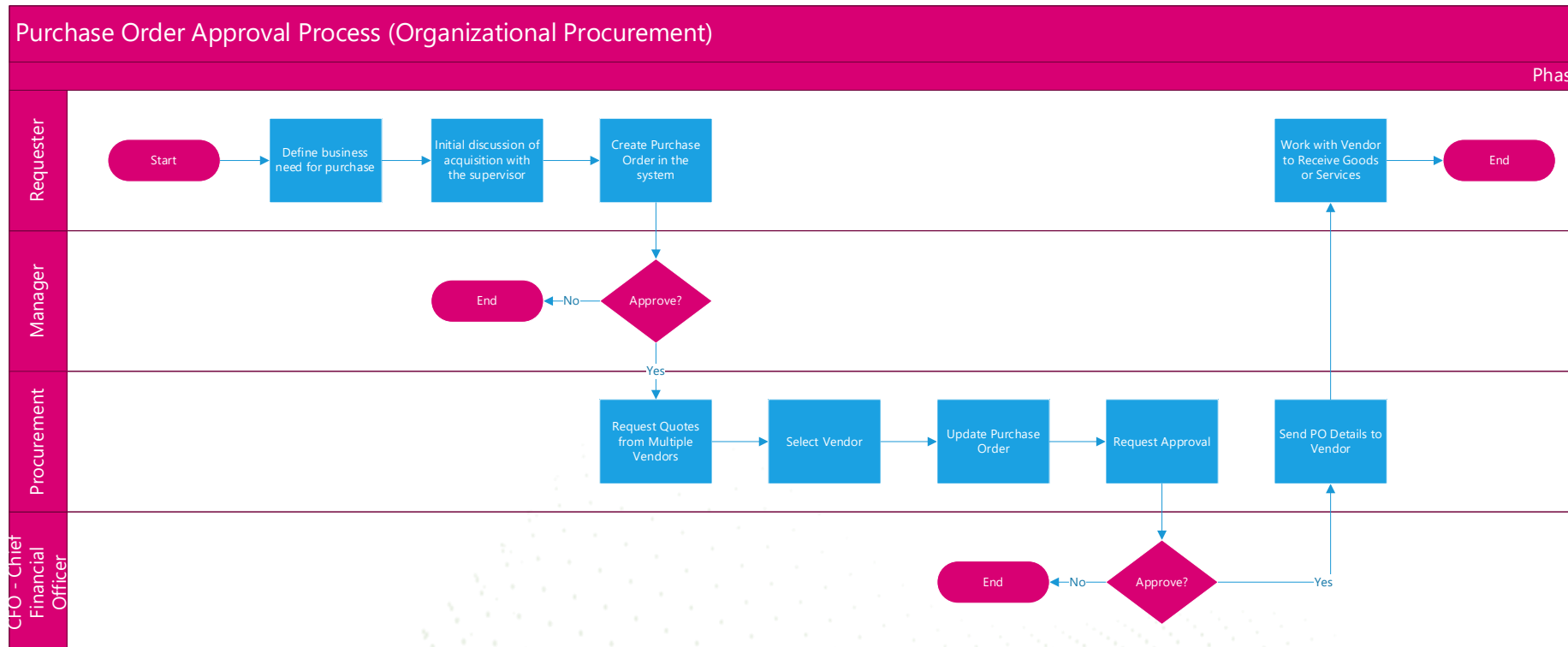


# HR Management Process Flow





# Project Execution Steps Diagram



# Next Steps

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