



Visio - Creating Organization Charts

Course ISI-1499B 3 Hours Instructor-Led, Hands-On

Introduction

During this course, students will learn how to use Visio to build an organization chart.

This course is for individuals using Visio 365, 2019 or 2016 software. There are very few differences between these versions from an end-user's perspective.

At Course Completion

After completing this course, students will be able to:

- Create an organization chart manually or generate one from a text file
- Modify an organization chart
- Print organization charts
- Modify or change the appearance of an existing chart
- Use the organization chart wizard
- Compare organization chart differences
- Apply changes to an organization chart

Prerequisites

This course is designed for the student who has little or no experience using Visio and who needs to learn the basic skills that are necessary in order to begin to use this program effectively.

Before taking this course, you should have a basic understanding of your operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Course Outline

Module 1: Introduction to Microsoft Visio

- Visio Documents
- Elements of the Visio Window
- Visio Navigation

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Module 2: Starting Microsoft Visio

- Parts of the Visio screen
- Backstage view
- The Ribbon
- Quick Access Toolbar
- Template categories

Module 3: Start the Visio Drawing

- Tips for working with shapes
- Tips for working with connectors

Module 4: Creating an Organization Chart

- Work smart

Module 5: Example Organization Chart – Step by Step

Module 6: Modifying the Organization Chart

- Pictures
- Layouts
- Spacing and moving
- Shapes
- Shape heights and widths

Module 7: The Organization Chart Appearance

- Making changes to an existing chart (manually)

Module 8: Module 8: Printing Organization Charts

- Page set up dialog box

Module 9: The Organization Chart Wizard

- Create a data file
- Using the wizard
- Update the chart with the wizard
- Organization chart with updated data
- Comparing the organization charts differences
- The comparison report