

Getting Started with Visio 2016

- Exploring the Visio Interface
- Customizing the Visio Interface
- Creating a New Diagram
- Using Templates

Creating a Route Map

- Adding Shapes to a Diagram
- Using Stencils and the Shapes Window
- Working with the Stamp Tool
- Manipulating Shapes
- Adding Text
- Formatting Text
- Changing the Stacking Order

Modifying Diagram Shapes

- Managing Shapes
- Grouping Shapes
- Changing Orientation
- Working with Containers
- Aligning and Distributing Shapes
- Formatting Shapes
- Using Line Styles, Fills and Shadows

Creating Process Diagrams

- Creating a Flowchart
- Working with Connectors
- Exploring the Different Page Types
- Applying Page Styles
- Using Themes in a Diagram
- Creating a Cross-Functional Flowchart
- Using Cross-Function Shapes
- Creating a Workflow Diagram

Representing an Organizational Hierarchy

- Creating an Organizational Chart
- Using the Multiple Shapes Master
- Utilizing the Org Chart Tab
- Modifying an Organizational Chart