

Agenda

Exercise 1:	Create and save a new visio file
Exercise 2:	Flowchart shapes and formatting
Exercise 3:	Connecting flowchart shapes
Exercise 4:	Adding text to shapes and lines
Exercise 5:	Formatting the chart
Exercise 6:	Page layout and background pages
Exercise 7:	Creating and formatting a cross-functional flowchart
Exercise 8:	Adding detail to cross-functional flowcharts
Exercise 9:	Organisation charts
Exercise 10:	Stencils