

Use of Microsoft Visio 2010 in the Library

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17 September 2013



Context

1. What is Visio all about?
2. How to create a drawing in 3 basic steps?
3. What are shapes?
4. Unisa Library: Process flowcharts

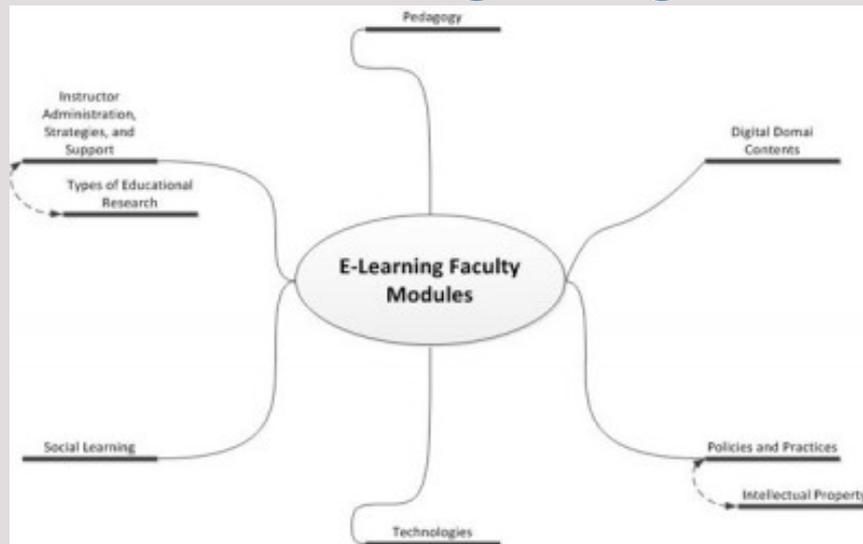
Part 1

WHAT IS VISIO ALL ABOUT?

What is Visio all about?

To create a wide variety of drawings:

- Brainstorming diagram (mind map)



Technique for generating creative ideas and solutions through intensive and freewheeling group discussions

What is Visio all about?

To create a wide variety of drawings:

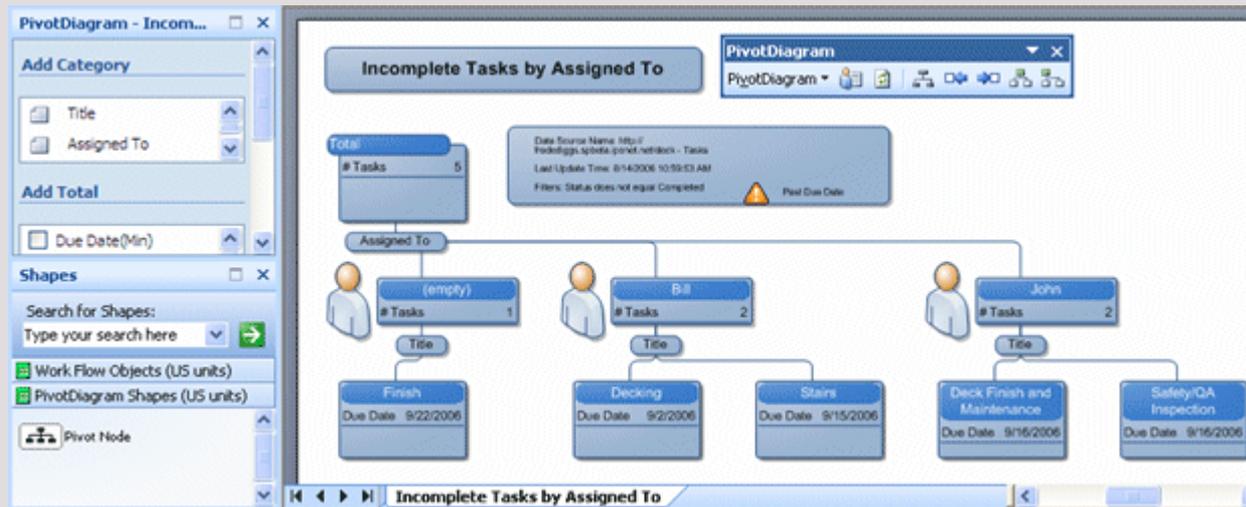
- Organisational charts



What is Visio all about?

To create a wide variety of drawings:

□ PivotDiagram

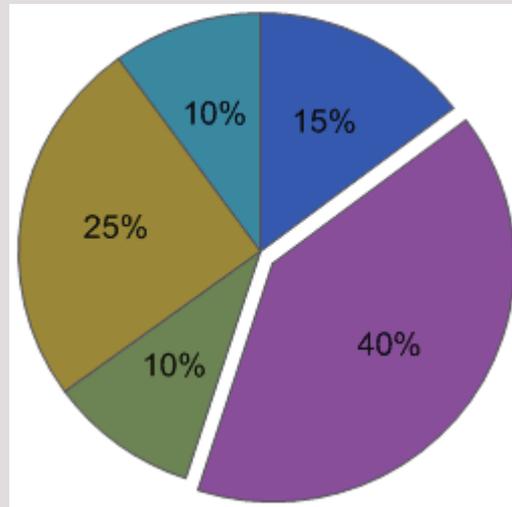


Used to visualise data, show data groups and hierarchical relationships

What is Visio all about?

To create a wide variety of drawings:

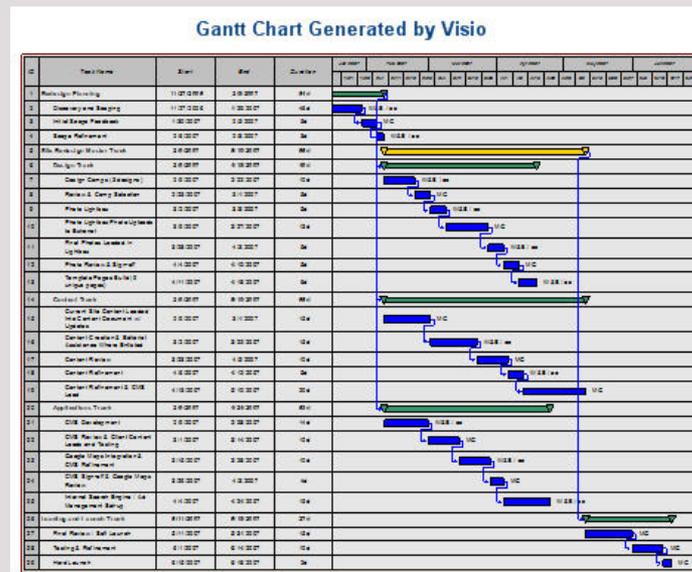
- ☐ Marketing charts and diagrams



What is Visio all about?

To create a wide variety of drawings:

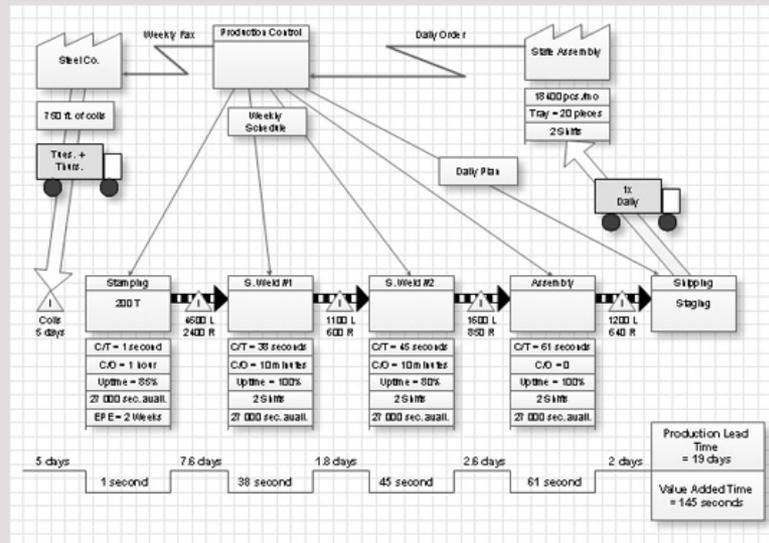
- Calendars and schedule charts (Projects)



What is Visio all about?

To create a wide variety of drawings:

❑ Value stream maps

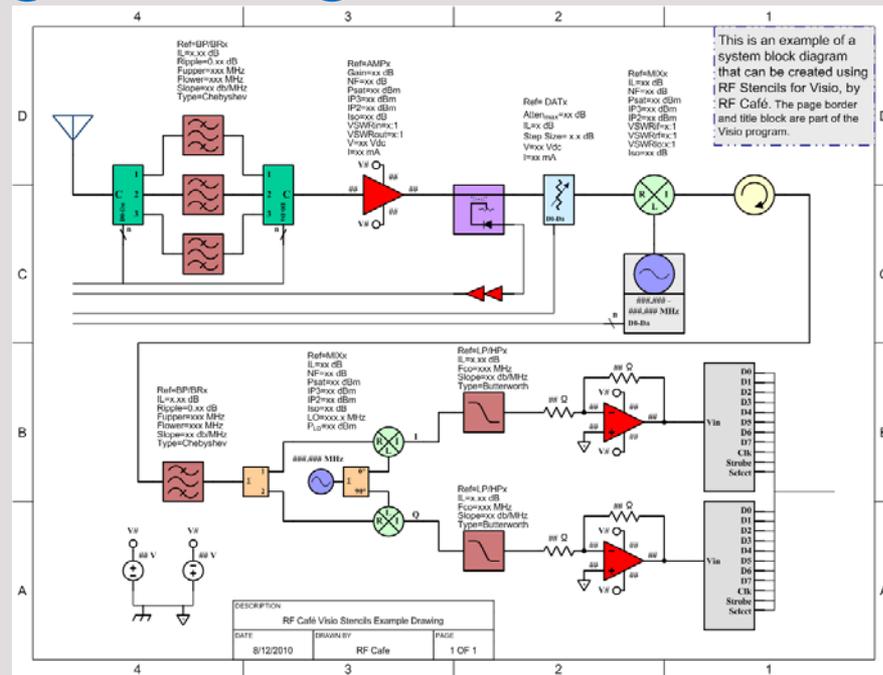


Technique used to analyse the flow of materials and information currently required to bring a product or service to a consumer

What is Visio all about?

To create a wide variety of drawings:

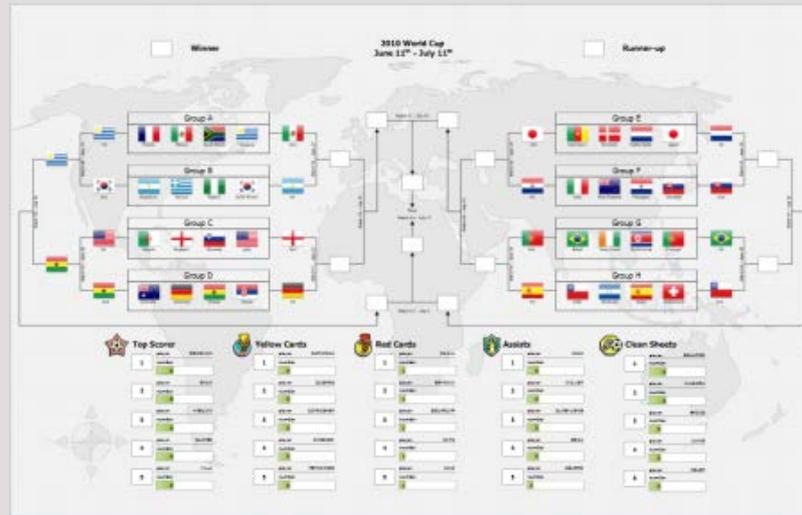
- Engineering: Electrical diagrams



What is Visio all about?

To create a wide variety of drawings:

□ Maps



World Cup 2010 in Visio showing the teams from each confederation, along with the knock-out elimination chart in the middle

What is Visio all about?

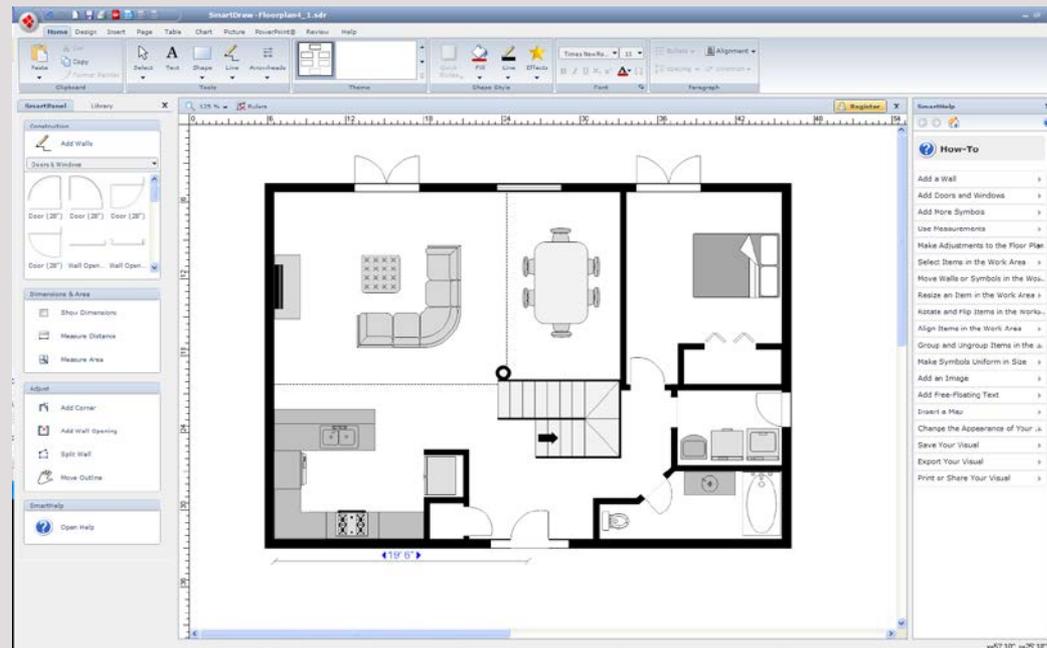
To create a wide variety of drawings:

- Directional maps

What is Visio all about?

To create a wide variety of drawings:

□ Floor plans



Part 2

CREATE A DRAWING IN THREE EASY STEPS

Step number 1

Choose and open a template

Step number 2

Drag and connect shapes

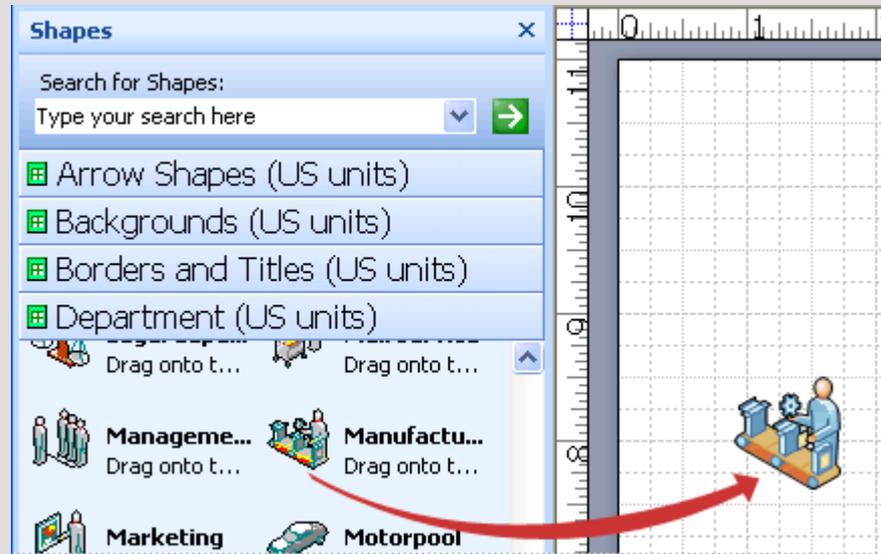
Step number 3

Add text and colour to the shape

Part 3

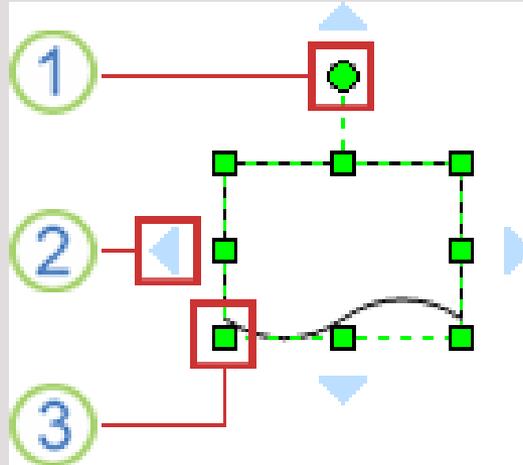
SHAPES

Definition of a shape



Visio shapes are ready-made images that you drag onto your drawing page – they are the building blocks of your drawing.

Customize shapes on the spot

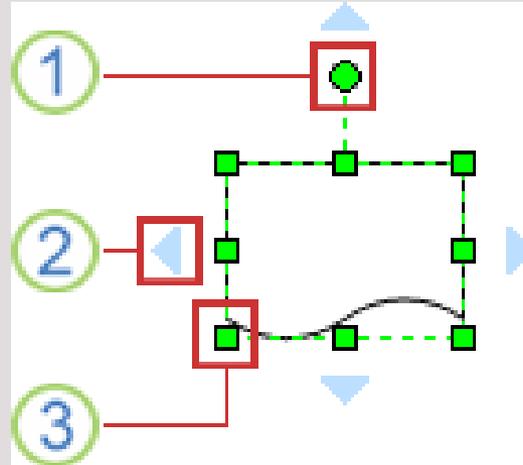


1) Rotation handles

The bright green dots located above shapes are called rotation handles.

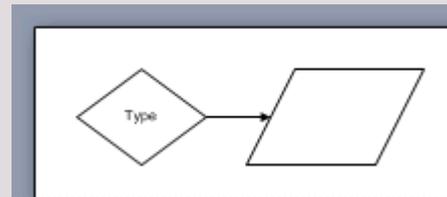
Drag a rotation handle right or left to rotate the shape.

Customize shapes on the spot

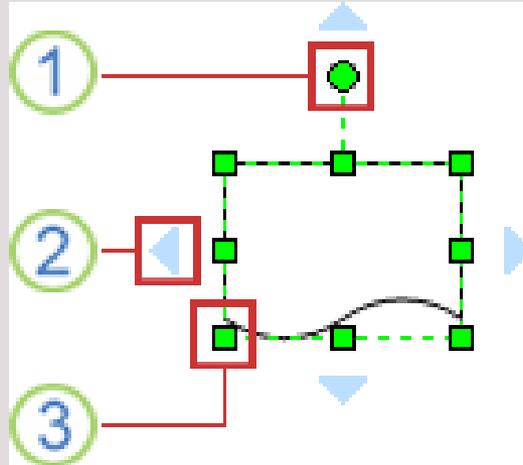


2) Blue connection arrows for AutoConnect

The light blue connection arrows help you easily connect to another shape



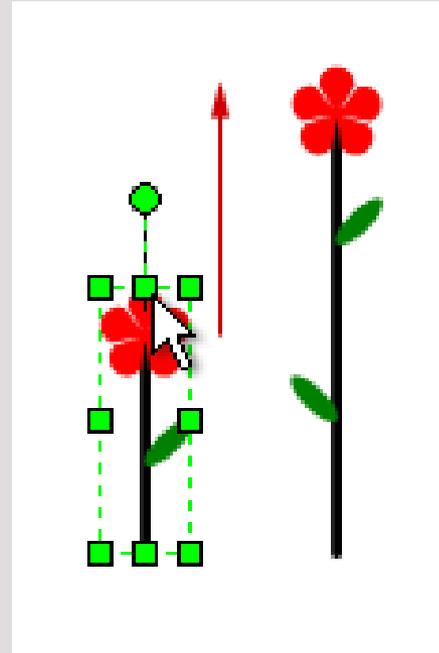
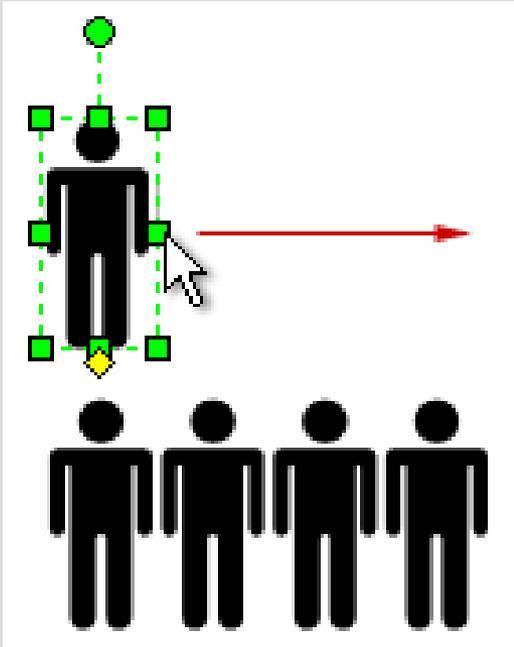
Customize shapes on the spot



3) Selection handles for resizing shapes

You can use the bright green selection handles to change the height and width of your shape.

Customize shapes on the spot

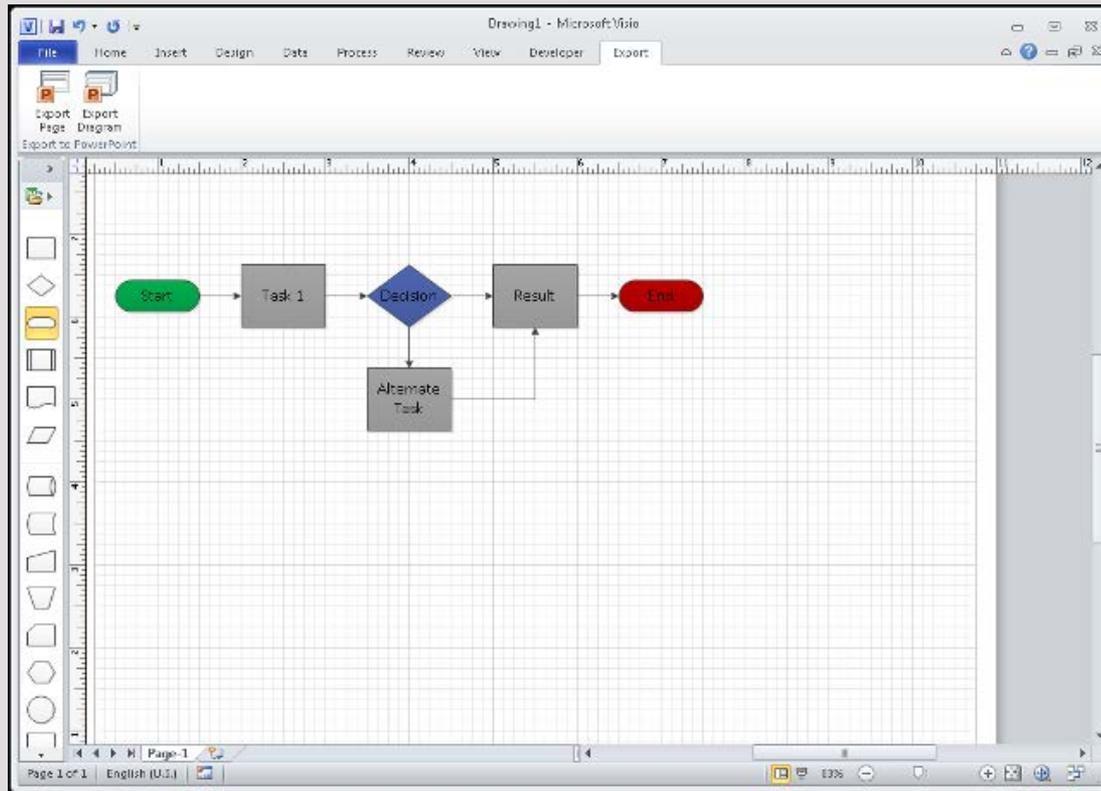


Many Visio shapes have special behaviour, such as to stretch a PEOPLE shape to show more people, or stretch the GROWING FLOWER shape to indicate growth.

Part 4

UNISA LIBRARY: PROCESS FLOWCHARTS

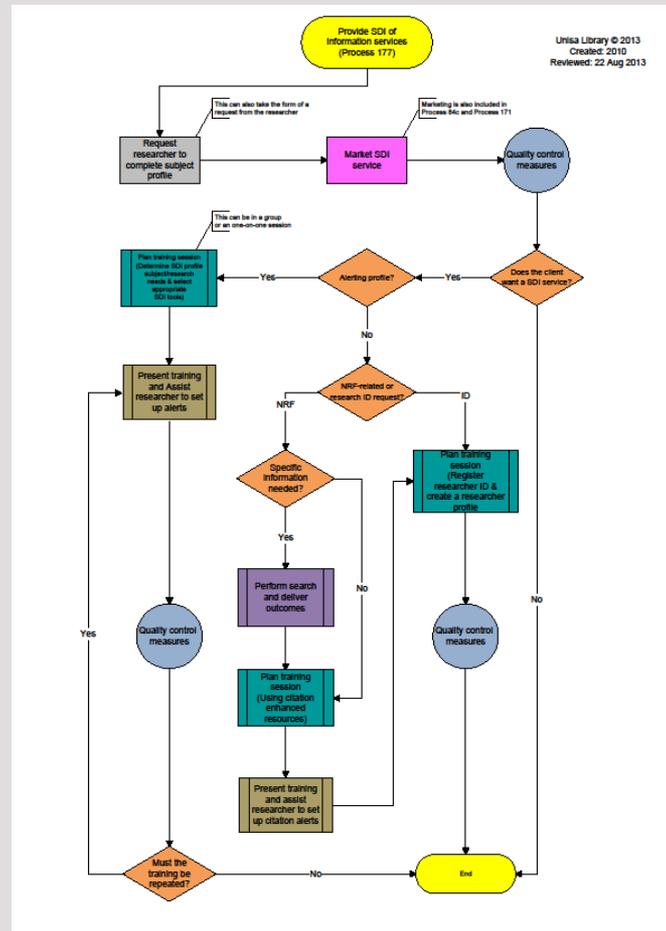
Definition of a flowchart



Flowcharts are diagrams that show the steps in a process

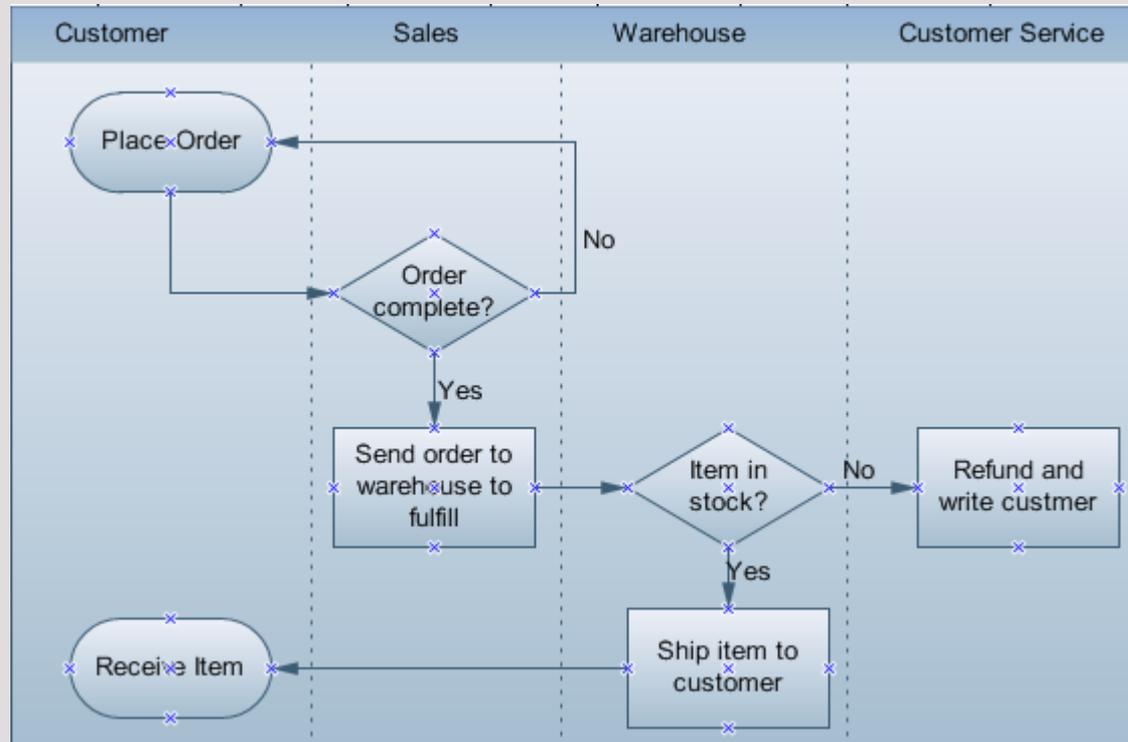
Different type of flowcharts

Basic flowchart



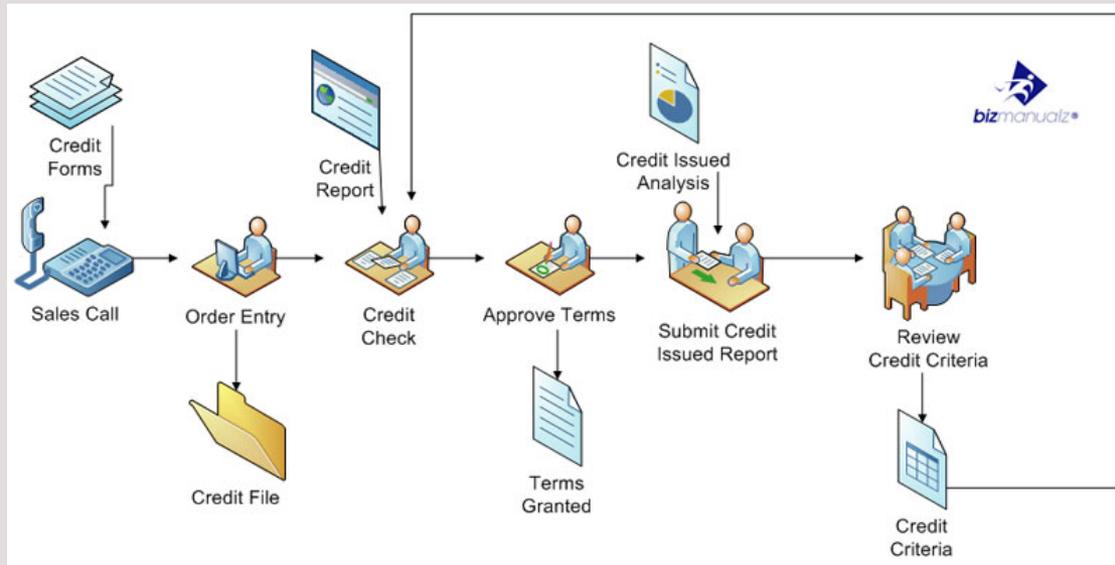
Different type of flowcharts

Cross functional flowchart



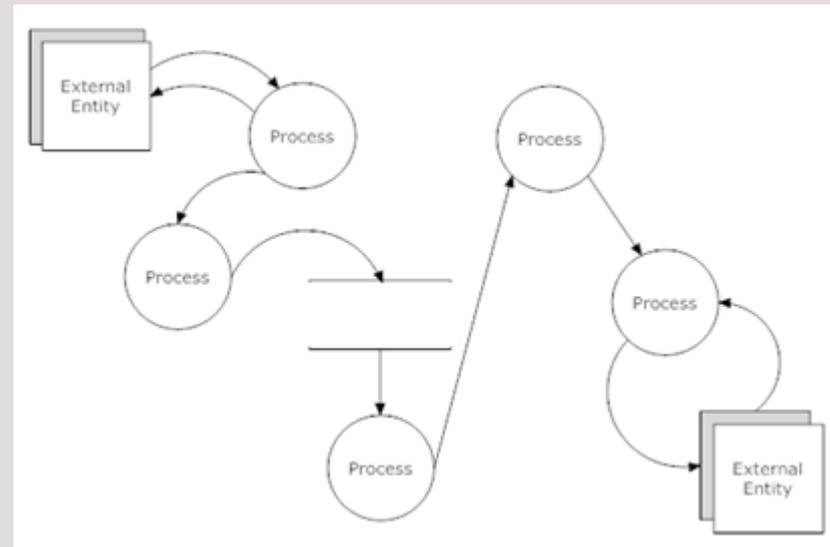
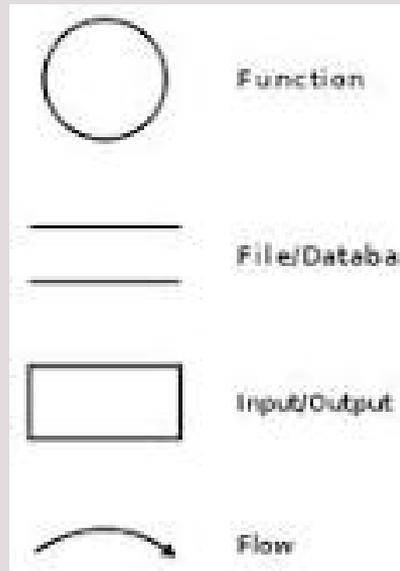
Different type of flowcharts

Work flow diagram



Different type of flowcharts

Data flow diagram





Any questions or comments?

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