



DEVORE  
TECHNOLOGIES

# Visio Organizational Charts (3 Hour)

**Course Description:** Learn to create simple or elaborate organization charts in Visio. Formatting, exporting, using wizards.

**Prerequisites:** Completion of Visio Introduction or Equivalent Working Knowledge.

## Review of Basic Techniques

- Duplicating Objects Quickly
- Aligning Objects
- Distributing Objects
- Quick Analysis of Connected Drawings
- Connecting Shapes Automatically
- Formatting

## Creating Organizational Charts

- Using the Page Layout Wizard
- Importing Graphics
- Adjusting Shape Placement
- Creating Entire Groups
- Overriding the Layout
- Managing Detail
- Creating Synchronized Copies
- Custom Properties
- Using the Sample Spreadsheet
- Updating the Chart with the Wizard
- Exporting to Excel
- Printing Your Charts

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