Microsoft Visio 2016

Table of Contents

Microsoft Visio 2016

Employee Data
Creating an Org Chart From a
New
Data File
Adding Employee Data
Exporting Data
Comparing Versions
Creating Synchronised Copies
Synchronising Subordinates

Calendars
Creating a Calendar
Adding Appointments to a
Calendar
Adding a Multiday Event to a
Calendar
Adding Text to a Calendar
Adding Art to a Calendar
Adding a Thumbnail Month
Formatting Calendars

Gantt Charts
Understanding Gantt Charts
Understanding Gantt Chart
Options
Creating a Gantt Chart
Entering Task Details
Creating Subtasks
Linking and Unlinking Tasks
Adding and Deleting Tasks
Adding Milestones
Adding and Hiding Columns
Navigating a Gantt Chart
Formatting Task Bars
Managing the Timescale
Exporting From a Gantt Chart
Importing Data Into a Gantt Chart
Printing Gantt Charts

Cross Functional Flowcharts
Understanding Cross Functional
Flowcharts
Creating a Cross Functional
Flowchart
Adding Swimlanes
Adding Swimlane Labels
Adding Phases
Adding Shapes
Adjusting Swimlanes and Phases
Formatting Cross Functional
Charts