



A crash course in Visio

Visualize your world



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Discover what you can do with Visio

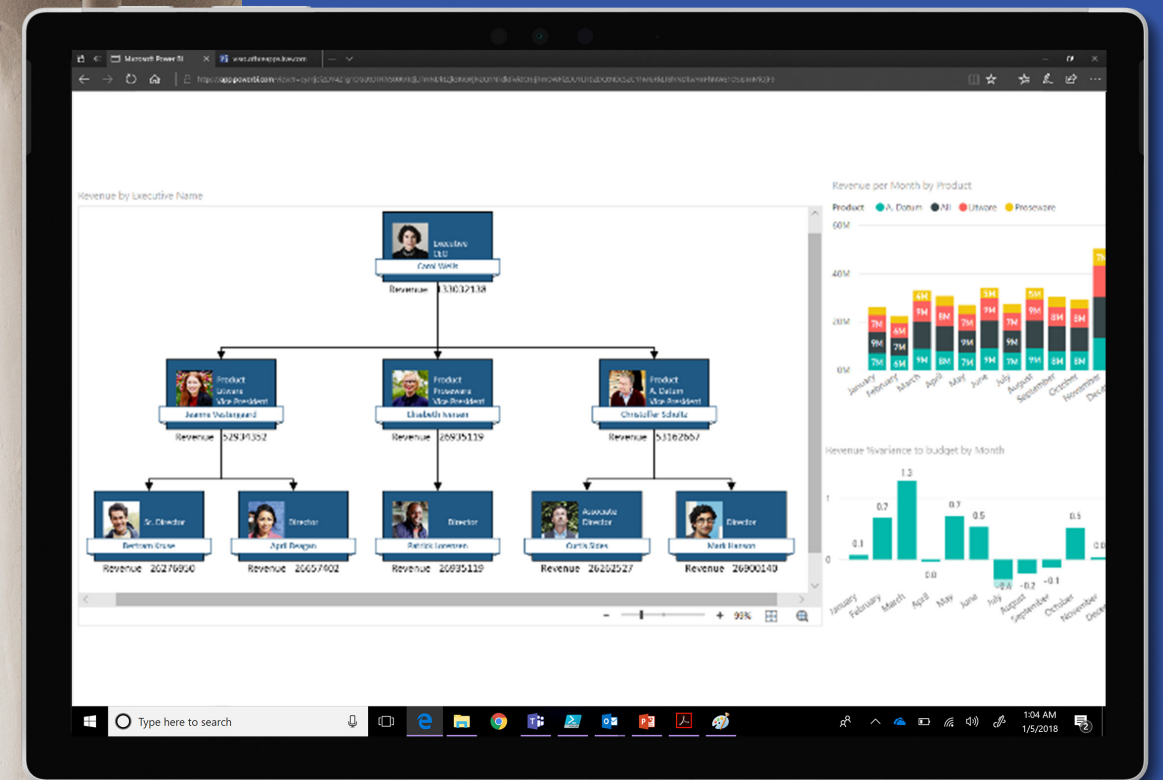
Information is at the heart of the modern workplace. It comes from everywhere—people, processes, applications, and devices. The greatest challenge can be making sense of all that data. What if you could unlock that old adage, “A picture is worth a thousand words,” and create visualizations evocative enough to represent these complexities? Or, put another way, what if you could visually represent your data like a professional graphic designer?

With Visio, you can. Visio lets you easily and quickly visualize the information you deal with every day. With over 250,000 shapes and templates designed for a variety of industries, Visio makes it simple and intuitive to create professional diagrams in just a few steps.

Visio also makes it simple to share and collaborate and link your visualizations to real-time data. This helps you maintain one version of the truth—and keep that truth aligned with up-to-date information.

In this e-book, we'll show you some of the many—often surprising—ways you can use Visio to visualize your world.

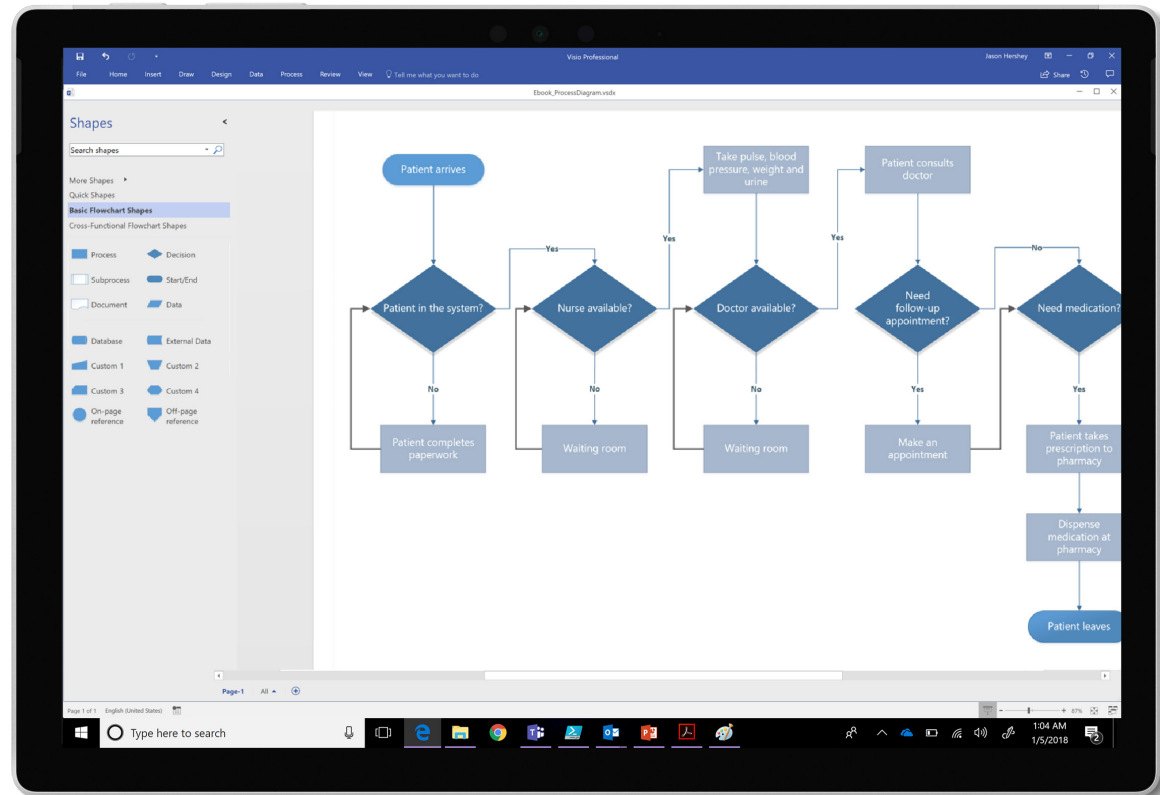
Visualize your organization



Understand your organization at a glance

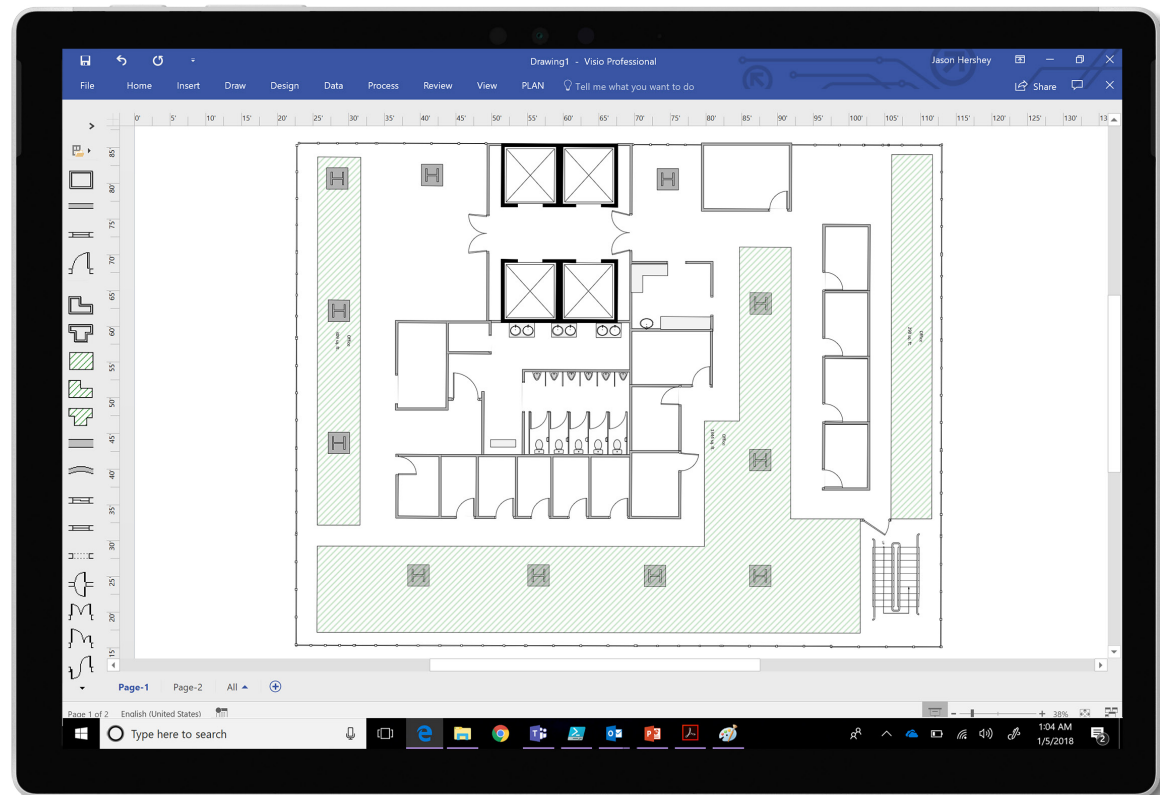
Increase organizational transparency and get people on the same page by quickly creating organizational charts. Themes and effects will make your charts look amazing in just seconds.

The Visio Organization Chart Wizard enables you to quickly diagram even the largest and most complex organizations. Create organizational charts from external data sources like Exchange Server, Excel, or other Open Database Connectivity (ODBC)-compliant data sources.



Clarify your processes

Onboard new hires quickly, optimize processes, and improve efficiencies with flowcharts and process diagrams. With a huge number of shapes (over 250,000 in the Visio ecosystem), including standards-based notation like BPMN 2.0 or EPC, you can use the modeling method that works best for you. Plus, built-in validation rules can check your models against best practices.

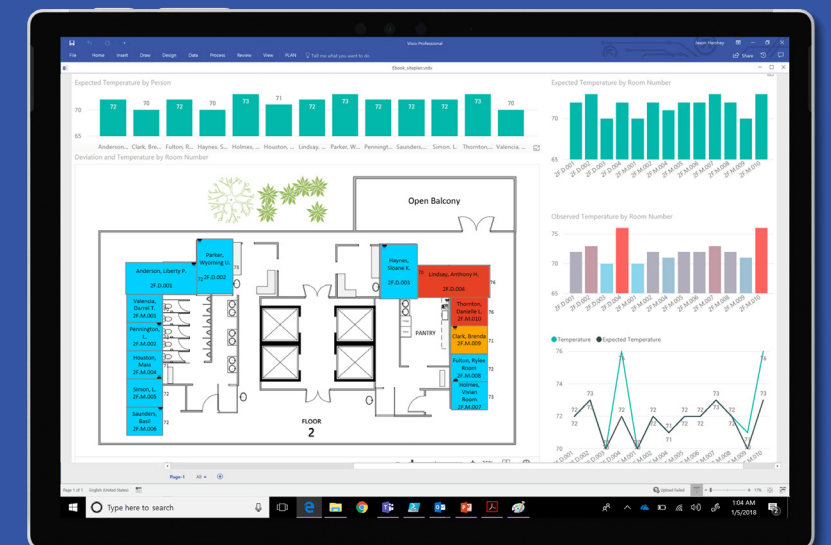


Keep track of everyone and everything

Enhance your visibility of the people and resources in your organization with seating chart and office layout diagrams. These visualizations make it easier to manage an office move, track assets, or create blueprints of facilities.

Why is my office always too hot?

Find out with linked data



With data linking in Visio, you can do even more. Connect shapes to real-time data and real-time visuals, so you can model working systems, see data patterns in new ways, and gain insights into designs, processes, and data.

For example, link your office map to data from temperature sensors and see the data in a new way. Spot patterns that you wouldn't have seen looking at just the raw data. Connect your diagram with Power BI for even more powerful visualization capabilities.



Visualize your school

Make homework jump off the page

Visio has over 20 templates and diagrams that can help you teach and learn. There are shapes that cover geometry, trigonometry, chemistry, and even physics. Plus, you can take advantage of interactive shapes that help increase engagement and understanding.

Break into songwriting more easily

Whether you're composing something new or adapting existing compositions, Visio helps you set your ideas to music. With shapes and symbols for notes, rhythms, chords, and more in Visio, you can create and update sheet music for your music class, band, or orchestra.

Plan the strategy that wins the game

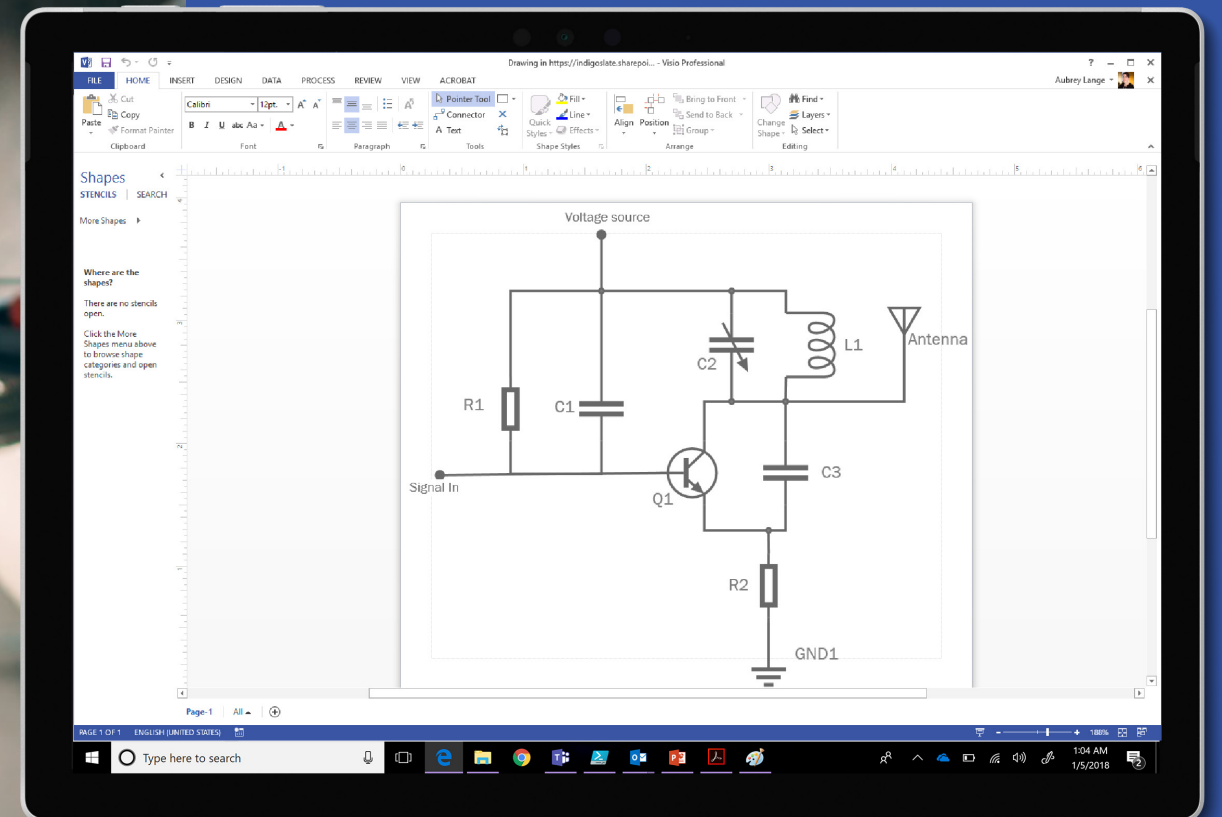
Visio can help you visualize the winning play for your next after-school game. Use the soccer formation template and shapes or find even more shapes through numerous partners in the Visio ecosystem.

Visualize engineering

Design your next invention

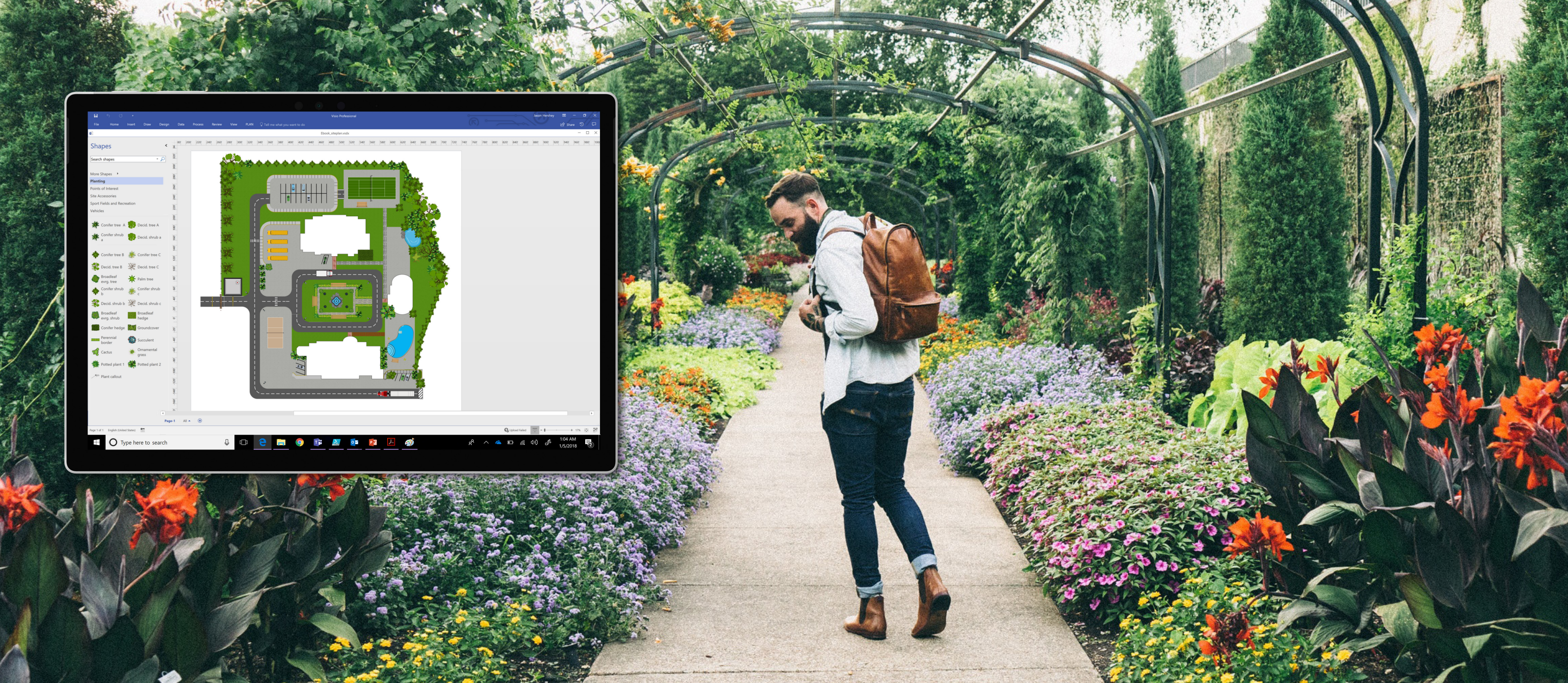
Release your inner inventor by visualizing the possibilities with electrical schematics and wiring diagrams in Visio.

Do you need shapes for another industry or engineering field? There are also shapes for piping, industrial control systems, and fluid power.



Collaboration

With Visio Online, your team can collaborate on process flowcharts and other diagrams. You can work in tandem on the same diagram, so there's one version of truth and organizational efforts are streamlined. When you share diagrams in OneDrive, SharePoint, or Office 365, everyone in your organization can view and comment on the diagrams from almost any device. Both Visio Online Plan 1 and Plan 2 come with 2 GB of OneDrive cloud storage, helping keep your files secure and easy to access.



Visualize the outside

View the world outside your office

Visio capabilities extend to exterior and natural spaces, helping you to reimagine them. The incredible number of shapes and templates include plans, landscape accessories, and structures. You can create residential or commercial landscape plans, design outdoor recreational facilities, or even organize your garden.

Show how to get there

With Visio, you can make it easier for people to get where they need to go. Clearly show everyone how to find your business or how to get to the next company outing with directional and 3D maps that show roads, intersections, vehicles, and building landmarks.

Visualize software and databases

Design your next app or website

Design your next mobile app, software application, or website with wireframe diagrams created in Visio.

You can even create industry standard UML 2.5 diagrams to communicate component and class structures. Need to optimize your website? Connect Visio to your site and automatically build a diagram of the site structure.

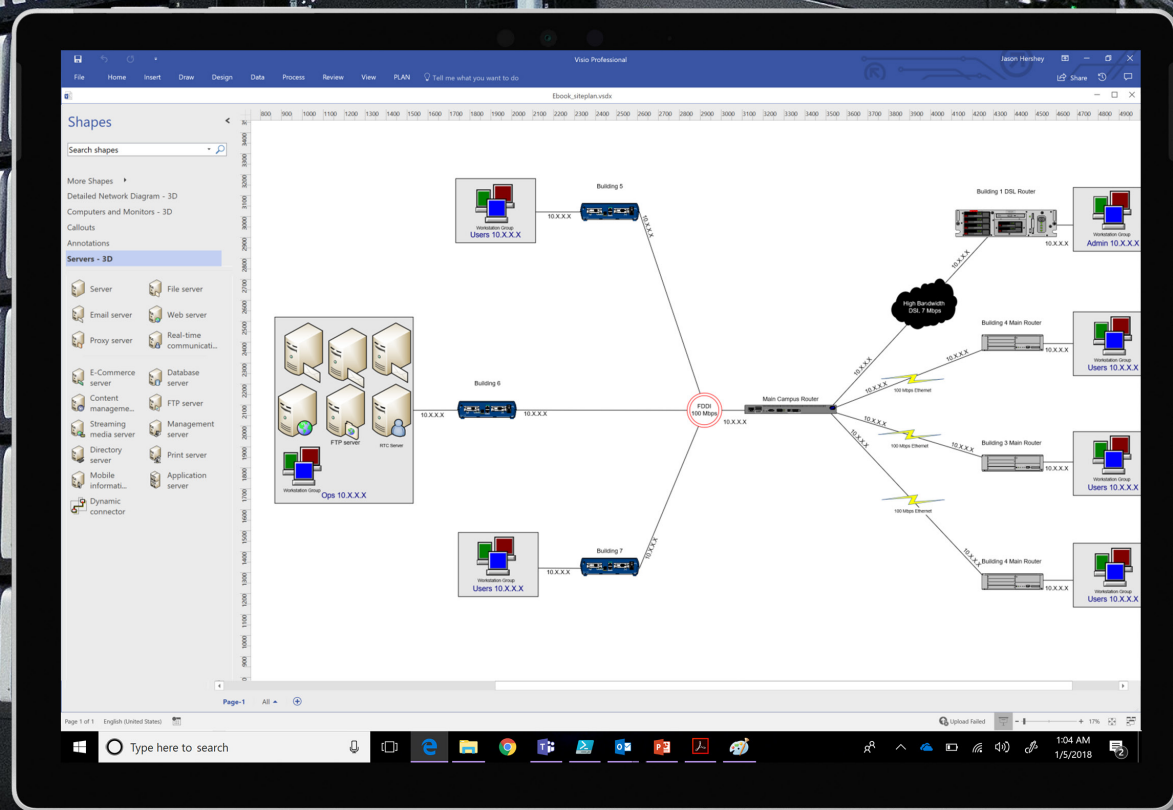
If you want to model a database, the Database Modeler add-in can help you quickly and easily document and communicate SQL database designs.

Plus, you can share your diagrams with your team to develop ideas together.

Document your network infrastructure

Keep your IT team on the same page by using Visio to plan and document the layout of your network infrastructure components, such as client computers, servers, and networking peripherals. You can also use downloadable tools to help you diagram Active Directory (AD) services with shapes that represent AD Domain Services (DS) objects, sites, and services.

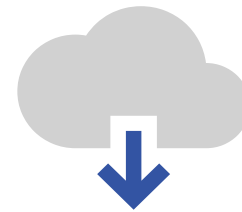
You can even use Visio to plan and document the layout of hardware racks. Make your diagrams a useful troubleshooting or inventory tool by adding IP addresses, asset tracking numbers, and certificate numbers to shapes.



See why your IT team will love Visio

Visio can help your IT team with their own data visualizations. And another reason they'll love Visio? How simple it is to provide to their users.

Visio is part of the Office 365 family, making IT management easy



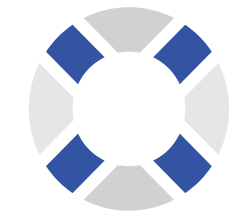
Easy installation

Click-to-run means that you can easily install the Visio client application included in Visio Online Plan 2 over the Internet, or from internal networks and local file systems, or through offline media. Manage installation just like you do for other Office apps. You can also install Visio on multiple devices, so your users can work where and how they want.



Easy updates

Web-based delivery of Visio Online Plan 1 and automatic updates for Visio Online Plan 2 help ensure that Visio stays up-to-date.



Easy support

Microsoft provides all-day support, so your users can get help virtually wherever they are and whenever they need it.

Your IT team won't have to worry about limitations either. Visio has an incredible number of built-in features and capabilities. There's also a rich partner ecosystem that extends those capabilities to meet the needs of more industries and scenarios. Visio even provides an SDK, so your organization can build its own custom shapes and functionality when needed.

Your IT team will also love knowing that Visio is built with accessibility features that help everyone in your organization create great data visualizations. Support for Narrator, High Contrast, and Accessibility Checker are all available as part of Visio Online Plan 1. The Visio client application, a part of Visio Online Plan 2, provides even more accessibility features.

Take the next steps

As we discussed in this crash course, Visio can help you in ways you may not have imagined. Visio makes it possible for you to quickly and easily visualize your world—in the office, at school, within your software and databases, or beyond your walls.

Once you start using Visio, you're going to want the people you work with to use it. That way, you can collaborate on projects and make sure the best ideas—the ones you arrive at together—are incorporated.

With Visio, it's simple to link your visualizations to real-time data, so you're representing the latest information.

Ready to get Visio?

Take advantage of all the great capabilities of Visio.

BUY NOW

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Compare plans

Visio Online Plan 1

Best for users who need to create and share simple diagrams in a favorite browser.

Start quickly with built-in templates, a modern UI, and the familiar Office Online experience.

Create common diagrams, including flowcharts, timelines, and SDL diagrams.

Share feedback online.

Store and share your creations in OneDrive.

Share and access diagrams from nearly anywhere in your favorite browser.

Always up-to-date.

Includes support for Narrator, High Contrast, and Accessibility Checker.

Includes 2 GB of OneDrive storage.

Licensed for commercial use.

24/7 support.

Available in 25 languages.

Visio Online Plan 2

Best for users who need to create professional business and IT diagrams that meet industry standards and can be connected to data.

Includes all Visio Online Plan 1 benefits and the Visio desktop application that lets you do more.

Create industry standard diagrams with ready-made templates and over 250,000 shapes in the Visio content ecosystem.

Start quickly, customize easily, and draw or annotate using pen, finger, or ink.

Bring diagrams to life by linking to external data from sources like Excel and gain more insights by integrating with Power BI.

Collaborate with others using co-authoring, commenting, annotation, and Skype for Business* integration.

Enhanced support for AutoCAD drawings.

Provides the Office 365 experience and benefits, including installation on multiple PCs, roaming application support, and automatically installed updates.

Available worldwide.

* Sold separately.