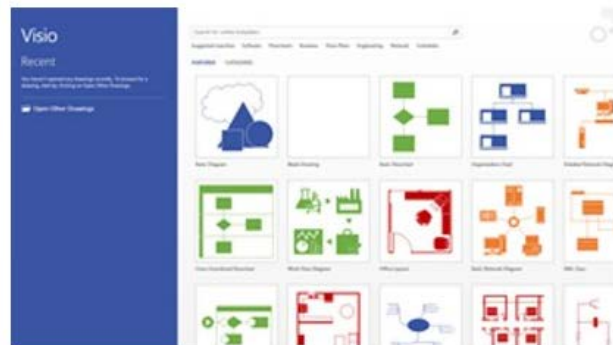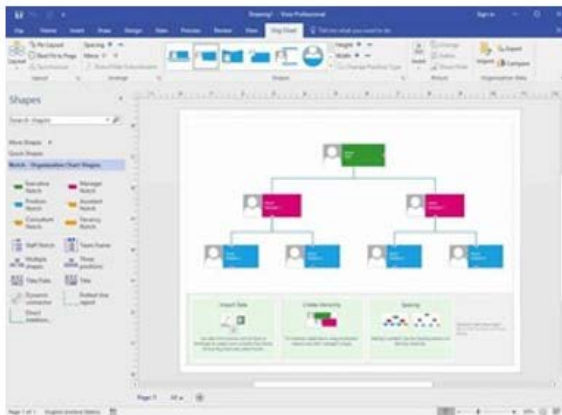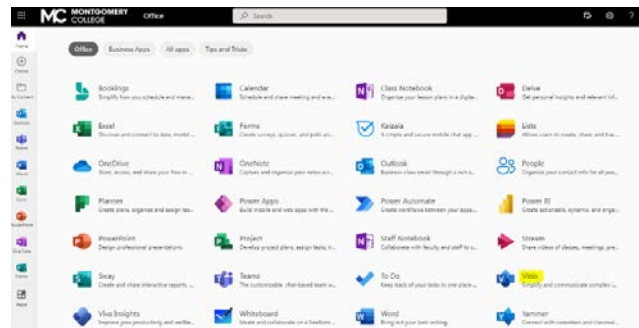# Teaching Tips with Microsoft Visio 365

What is Visio?

Visio is a robust and lavish diagramming program, available through Office 365, for creating flowcharts, organizational charts, basic network diagrams, Venn diagrams, block diagrams, and business matrices. Visualize information by creating objects independently using flexible drawing and organizing tools with lots of functionality. Historically adopted by architects and engineers, others have found the user-friendly drag and drop interface beneficial for other options.

Visio is available from your Microsoft Office 365 suite of apps to facilitate seamless creation, collaboration, and sharing of objects and information through the cloud.

With Visio, you can:

- Draw your own shapes
- Create, view, edit, share, and print diagrams
- Add images and comments to diagrams
- Choose from a number of templates available for algebra, chemistry, physics, music, gaming, and more

- Collaborate and publish diagrams
- Link to external data
- add Visio diagrams to Team pages through OneDrive
- Use Visio as an add-in for Excel to automatically create and update diagrams
- Integrate your work with other Office 365 apps

How you can you be more productive with Visio

- ✓ Create a diagram that shows the sequential steps of a process.
- ✓ Create an organizational chart to represent responsibility or department structure with pictures and links to websites.
- ✓ Create a floor plan or classroom layout for courses you teach on campus.
- ✓ Create a sitting chart for one of your courses.
- ✓ Create a communication diagram to share with your students or for group work.
- ✓ Keep track of the progress of your projects with Gantt charts.
- ✓ Generate ideas with brainstorm diagrams.
- ✓ Create mind maps to organize complex information, identify relationships, and improve memory and retention.

How can you get started?

Many tutorials are available from LinkedIn Learning, the Microsoft website, and YouTube.
These recommended links will help you get started with Visio. You may need to authenticate with your MC User ID and password for Linked In content.

[YouTube: Visio Tutorial](#)
[LinkedIn Learning: Visio Essential Training](#)
[LinkedIn Learning: Creating Flowcharts for Beginners](#)
[LinkedIn Learning: Learning Visio for the Web and Desktop (Microsoft 365)](#)
[Microsoft: Visio Templates to Teach and Learn](#)
[Microsoft: Training Videos Library](#)
[Microsoft: Visio in Microsoft 365](#)

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