Don’t let your first glance fool you. Microsoft Office Visio 2007 is a lot easier to use than it looks. To get started, all you need to know are a few basic steps and terms. Before long, you’ll be able to go from a blank page to a drawing that makes your point and looks great.

What is Visio for?

People use Visio to create a great variety of drawings, ranging from network diagrams to calendars, and from office layouts to flowcharts.

Create a drawing in 3 basic steps

There are many kinds of Visio drawings, but you can use the same three basic steps to create nearly all of them:

1. Choose and open a template.
2. Drag and connect shapes.
3. Add text to shapes.

Step 1: Choose and open a template

2. In the Template Categories list, click Flowchart.
3. In the Flowchart window, under Featured Templates, double-click Basic Flowchart.

When you open a template, the shapes you need open with it, in collections called stencils. The stencils that open with the Basic Flowchart template are called Arrow Shapes, Backgrounds, and Basic Flowchart Shapes.
Step 2: Drag and connect shapes

To create your drawing, all you need to do is drag shapes from stencils onto the blank drawing page and connect them to one another. There are many ways to connect shapes, but for now let’s use the fastest — drag the shapes on top of each other to connect them automatically by using AutoConnect.

1. Drag your first shape from the Basic Flowchart Shapes stencil onto the drawing page, and then release the mouse button.

2. Drag your second shape on top of the first so that the blue arrows show, but don’t release the mouse button yet.

3. While holding the mouse button, move your pointer on top of the blue arrow that points toward where you want to place the second shape.

4. Now release the mouse button. Your shapes are connected, and the first shape points to the second shape.

5. Continue to build your drawing by repeating steps 2-4.
Step 3: Add text to shapes

Although some drawings make a point all by themselves, it's often helpful and sometimes necessary to add text to the shapes. There are many ways to add text to shapes, but for now let's use the simplest way.

Add text directly to a shape

1. Double-click the shape.

2. Start typing.

3. When you finish typing, click on a blank area of the drawing page.