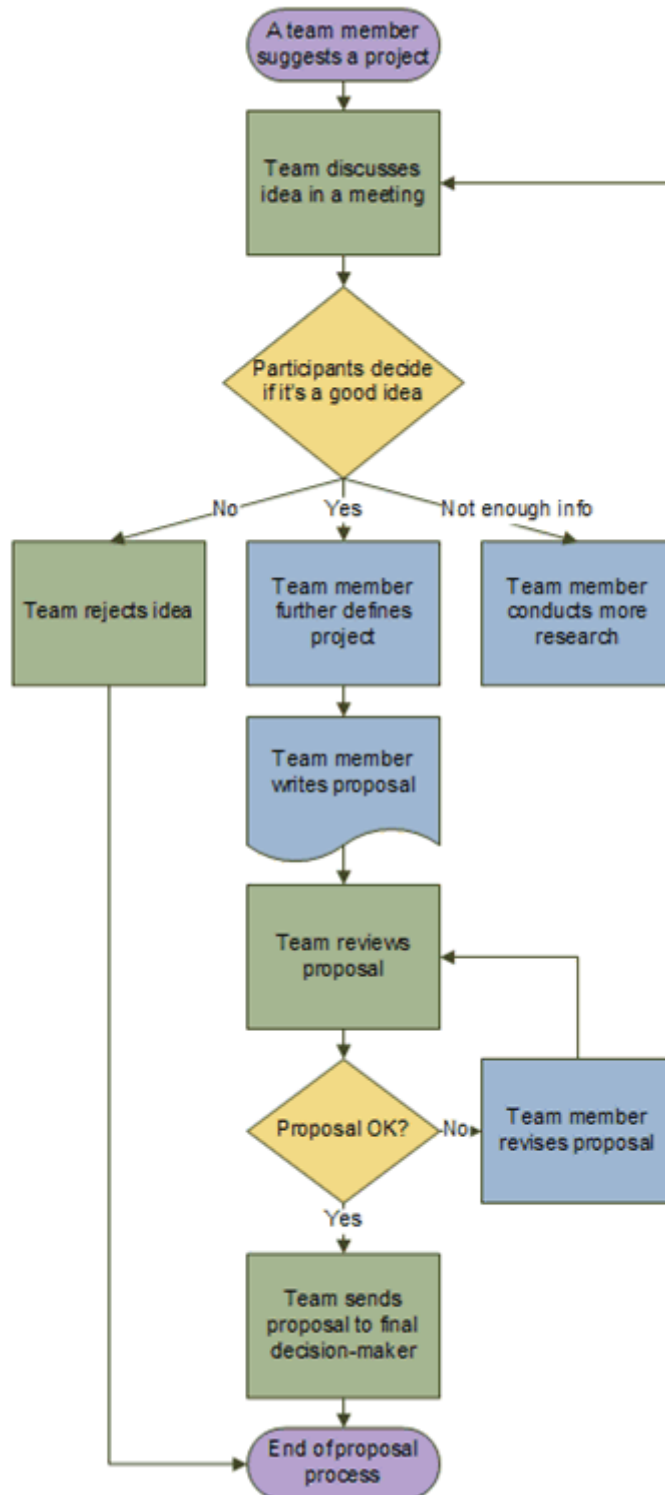


# ITEC102 – LAB5

## Microsoft Visio 2013

### Exercise 1



## Exercise steps

1. Start Visio 2013 application.
2. Click the **Flowchart** category.
3. Double-click **Basic Flowchart**.
4. For each step in the process that you are documenting, drag a flowchart shape onto your drawing.
5. Connect the flowchart shapes by holding the mouse pointer over the first shape, and then clicking the small arrow that appears that points to the shape you want to connect to. If the second shape is not directly across from the first shape, click and hold the small arrow, drag it to the second shape, and drop the connector in the middle of the second shape.
6. To add text to a shape or connector, select it, and then type. When you are finished typing, click on a blank area of the page.
7. To change the direction of a connector's arrow, select the connector, and then, on the **Shape** tab, in the **Shape Styles** group, click **Line**, point to **Arrows**, and select the arrow direction and style that you want.

### FIX ALIGNMENT AND SPACING

Press CTRL+A to select everything on the drawing page.

On the Home tab, in the Arrange group, click Position, and then click Auto Align & Space.

If that doesn't do what you want, press CTRL+Z to undo it, and then try some of the other options under the Align and Position buttons.