How to Use Microsoft Visio

1.04 Creating your first diagram

**Exercise:**

1. Open the Visio Program
2. Click on the Basic Flow Chart template icon
3. On the next screen, click on the Basic Flow Chart, then click on Create
4. Drag the shapes from the left onto your diagram so that your diagram looks like the picture below. Notice as you drag your shapes in, lines should appear that help you line up the shapes.
5. Click on each shape, and type in the text as you see below.
6. Save your diagram
7. The finished diagram should like the one in the file that goes along with the module.

