**LAB # 05**

**Working with Flowcharts using Microsoft Visio**

## **Introduction**

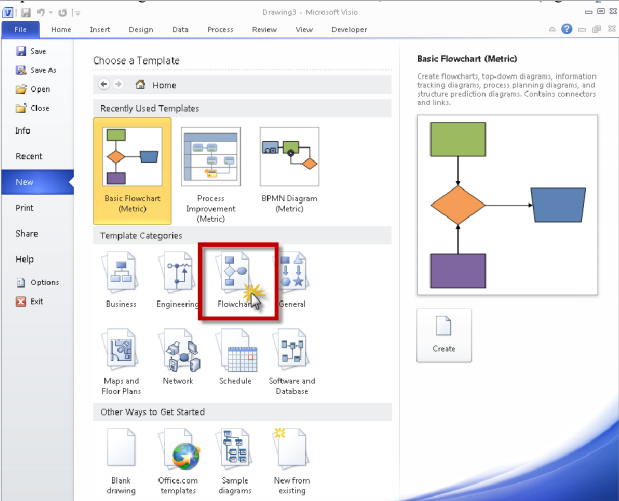
Microsoft Office Visio is drawing and diagramming software that helps transform concepts into a visual representation. Here we are going to focus on how to create a logical diagram and flow chart when drawn in Visio.

Table

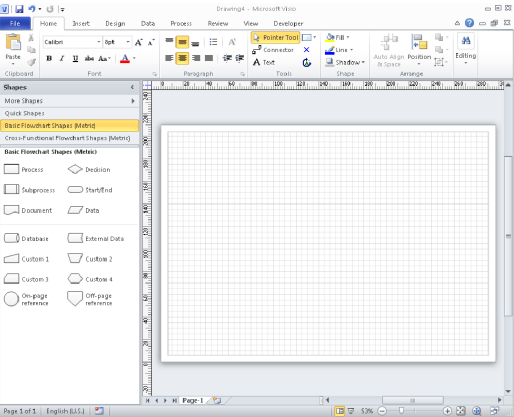
Description automatically generated

### Flow chart

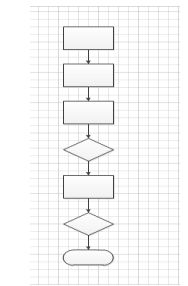
**Step 1: From the categories areas select Basic Flow Chart, and select Flow Chart.**



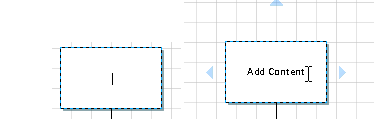
Step 2: Double click on Flow Chart, you will see Visio Screen Layout.



Working with Shapes from a Basic Flow chart Template:

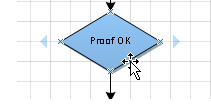


Layout your screen as follows

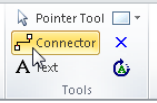
**Adding Text to the shape**

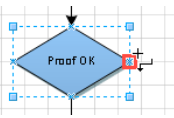
**Adding the Connector**

**a. Select the Diamond Shape**

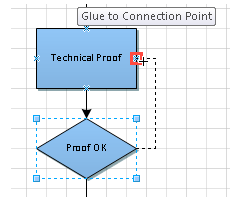


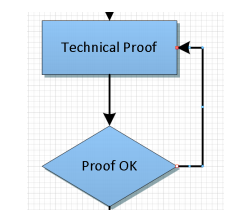
**b. Select the connector tool button from the home tab**



**c.** **Move the mouse to the position shown below note the cursor has changed to reveal the connector tool. As you position to a point you can connect to the shape a small red square will appear.**

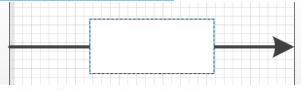
**d. Depress the left mouse key and drag the mouse pointer to the center left edge connection point of the shape above.**

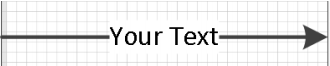


**e. Release the mouse Button and you will see a connector from the diamond to the rectangle above and shown.**

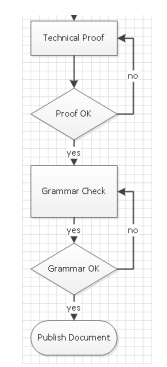
**Add text to connectors**

**a. Double click on the connector line to type in text.**



**b. Enter your required text then click away from the Line**

**c. Layout Document as below.**



## **Lab Tasks**

Draw flowcharts for the following Scenarios:

**Task 1:** Ordering a book

**Task 2:** Taking Admission in university

**Task 3:** Fee payment procedure in a university

**Task 4:** Reporting a crime in police station

**Task 5:** Hiring a cab