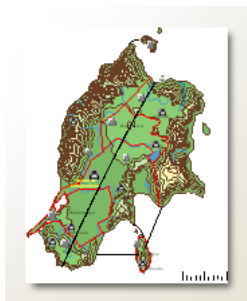




The Business and Technical Diagramming Program

Communicate Visually Within Your Educational Institutions

Notes and sketches on napkins at lunch meetings: that's how business executives used to record ideas. Now the younger generation of executives use Microsoft Visio diagrams to electronically capture ideas, processes, systems—anything—on laptops, Pocket PCs, or Tablet PCs with skills acquired at top-notch schools. Faculty and staff at these schools promote savvy visual communication by using Visio diagrams themselves to add visual impact to documents, streamline processes, and collaborate effectively.



Visio power plant map used in the online youth learning project

Communicate visually and collaborate effectively with diagrams

Students, faculty, and staff at many educational institutions don't have diagramming tools, so if they create diagrams at all, they do so with paper and pen or inappropriate programs, which makes visual communication a frustrating, time-consuming task.

Students can communicate visually in the classroom and corporate world

Visual communication is an integral part of effective communication and a requirement for success in the corporate world. With Microsoft® Visio® templates, shapes, and familiar Microsoft Office interface, students can quickly learn how to diagram everything from brainstorming sessions and processes to software systems and databases. They can then use these diagrams in the classroom to enhance homework and presentations, and later on in the corporate world to communicate effectively with anyone world-wide.

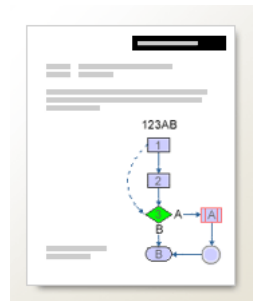
Students can collaborate online

Washington2Washington—a Microsoft-sponsored youth learning project—connected students in Washington D.C. with students in the state of Washington for a year of interactive, technology-enhanced learning. During this project students created Visio diagrams, such as the power plant diagram to the left, to support project documentation, collaborate online, and illustrate the project Web site.

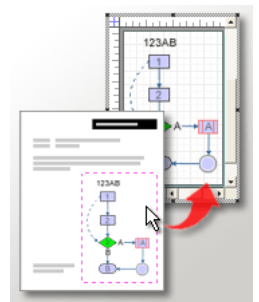
Faculty can prepare students for the workforce Educational institutions with a strong focus on technology and faculty who promote early adoption of it provide students with a software environment—including Microsoft Office and Visio products—that closely mirrors the environment of many top corporations. This ultimately contributes to placing students in top positions in those corporations.

Faculty can teach students how to add visual impact to documentation

In many of these top corporations, Visio is the diagramming tool of choice. Faculty can teach students how to create visual impact with Visio diagrams and support e-mail in Microsoft Outlook®, documentation in Microsoft Word, presentations in Microsoft PowerPoint®, and spreadsheets in Microsoft Excel by doing it themselves—teaching by example—in their work and in the classroom.



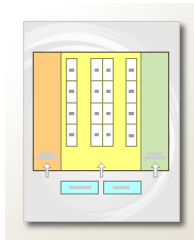
Simply copy and paste a Visio diagram to add it to any Office file—the results clearly have more impact than words and numbers alone. Then, if necessary, easily modify the copy of the diagram by double-clicking it to start Visio within the Office file. Or create Visio diagrams on-the-fly in Office files using Visio tools that appear after starting Visio in the file.



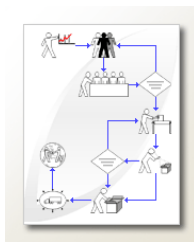
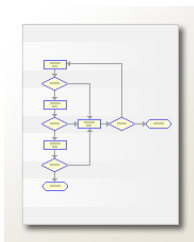
Streamline processes and systems

Funds are tight at most educational institutions so students, faculty, and staff need one diagramming tool they can use throughout the institution to get maximum return on investment.

Administrative staff can diagram and improve processes With the broad range of Visio diagram-specific templates and shapes, administrative staff can diagram mail room, classroom book approval, class registration, student loan processes, and so on using diagrams such as,



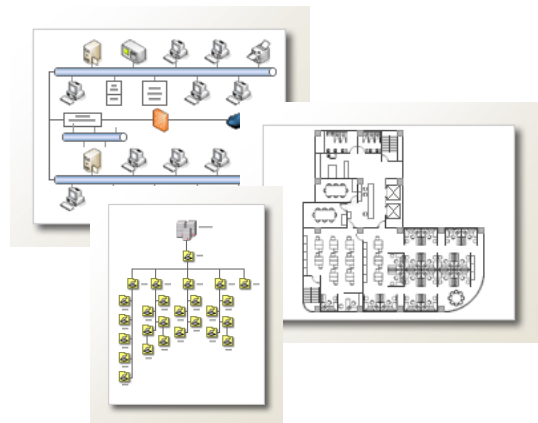
flowcharts, block diagrams, cause and effect diagrams, and work flow diagrams.



Even though each Visio template is diagram-specific, there's no need to learn different diagramming techniques for each template. No matter what the drawing type, simply drag shapes onto the drawing page, add

text to them, connect them, and then move them around to diagram current processes, streamline them, and create what-if scenarios. Collaborate easily with colleagues by annotating each other's diagrams, e-mailing them to each other, or saving them to intranet sites to reach an even wider audience.

IT, facilities, and training staff can diagram facilities and systems IT, facilities, and training staff can use specialized Visio shapes and tools to diagram networks, directory services, campus facilities, and training rooms.



Then, associate data with shapes in diagrams by simply right-clicking them. Generate reports, such as inventory, asset, equipment, and space reports on the data using the Report tool. Go even further with Visio by reverse-engineering current software systems and databases to examine and improve them—all this breadth and depth with just one tool used by everyone throughout the organization.

When a training specialist at a leading business school was asked why she liked Visio better than other diagramming tools, she said, "Visio is cross-organizational. It's applicable to all sorts of industries. I've never had a problem finding a shape I require." And, by using Visio, she has cut the time required to diagram training rooms in half.

<http://www.microsoft.com/office/visio>