

iGrafx Professional & Process Flowcharts & Process Maps

- Course Title :** Using iGrafx Professional and Process to create flowcharts and process maps.
- Duration :** 1 Day
- Pre-requisites :** Introduction to Windows or equivalent experience.
- For Whom:** The course is intended for people who need to produce organisation charts, process and procedures maps, network data flow analysis, circuit diagrams, quality management, information process or systems development flowcharts.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create flow charts and diagrams
 - Align objects
 - Create IGrafx Professional templates
 - Number the chart objects
 - Link charts
 - Create custom shape palettes
 - Link charts to external data
 - Add images and pictures to a chart
- Course Design:** This workshop is part of our FastTrack Training scheme.
- Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.
- Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.
- Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

COURSE OUTLINE

IGRAF X PROFESSIONAL & PROCESS - 1 DAY FLOWCHARTING WORKSHOP

INTRODUCTION

- Flowcharting basics
- iGrafx Professional Tools
- Creating a flowchart
- Adding Connected Shapes
- Selecting Shapes
- The Shape Palette

SHAPES

- Moving and Resizing Shapes
- Applying Colours and Styles
- Aligning and stacking shapes
- Numbering Shapes
- Changing an Existing Shape
- Shape Properties
- Adding images/ pictures

CONNECTOR LINES

- Drawing with the Line Tool
- Types of Lines
- Applying Colours and Styles
- Intersecting and Connecting Lines

TEXT

- Adding Text to a Shape
- Adding Text to a Line
- Adding Freeform Text
- Character Attributes
- Aligning Text
- Resizing a Shape to Fit Text

SHAPE PALETTES

- Selecting
- Creating New Palettes
- Adding Shapes
- Editing Connector Points

LAYERS

- Creating and Using Layers
- Printing vs Non Printing
- Locking

MULTIPLE CHARTS

- Creating compound documents
- Launching applications
- Charts components

DOCUMENTS

- Opening and saving Files
- Page setup
- Printer setup
- Viewing pages

MASTER PAGES

- Adding Items to Master Page
- Setting preferences
- Creating templates
- Applying guides
- Setting the grid

COMPLEX CHARTS

- Linking Charts
- iDiagrams
- Animations

SPC CHARTS

WORKSHEET

- Entering Data
- Selecting Data
- Extra Data Series
- Creating a Chart

CHARTS

- Histograms
- Pareto Charts
- Run Charts
- Control Charts
- Scatter Charts
- Pie Charts

COMPUTER
WorkGroup
TRAINING