

Visio 2010 Introduction

In Visio 2010, your documents are drawing files (.VSD) and are positioned in the main area of your screen. Stencils (.VSS) are panes that usually appear on the left side of the screen in the SHAPES window. Stencils contain Master Shapes, shapes that you can [Drag] onto your page and customize. Templates (.VST) are special combinations of documents with stencils that can be used as a master from which to create new documents.

Creating a New Document

1. Choose FILE, then NEW.
2. [Click] a TEMPLATE CATEGORY then [Click] a Template in the CHOOSE A TEMPLATE area. Review the template description on the right and [Click] CREATE from the preview area.
- If Visio is running, pressing <Ctrl-N> immediately creates a new document based on the current template.

Adding Shapes to a Drawing

1. Display the desired Stencil by [Clicking] in the SHAPES window. To open a new stencil, choose a shape category from MORE SHAPES or choose OPEN STENCIL.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information required to complete the shape.

Selecting Multiple Shapes

The Pointer Tool is used to select shapes. Choose HOME, then [Click] for different ways of using it.

- Using Area Select, [Drag] across adjacent shapes to select them.
- Using Lasso Select, [Draw] a selection net around shapes, even non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes as necessary. <Shift> toggles the selection state.
- Press <Ctrl-A> to select all shapes on the page or SELECT ALL under the SELECT drop-down list.

Note: The primary selected shape has a thicker magenta/black dashed outline. The primary shape is important for aligning and distributing shapes. Other shapes have thin magenta dashed outlines. A thin dashed box surrounds all selected objects.

Adding/Editing Text on a Shape

Use the Text Tool to edit text within a shape or to [Drag] to create a box and enter text.

1. Select the desired shape.
2. Choose HOME, [Click] or press <Ctrl-Z> and type.
3. Press <Esc> to finish.
- [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose HOME, Text Block Tool to allow free movement/rotation of text blocks associated with shapes.

Formatting Shapes

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, PARAGRAPH or SHAPE groups.
- To format a shape without using the Ribbon, [Right Click] on a shape to display the mini toolbar.



Using Themes

Use themes to quickly apply consistent formatting to your entire document. Theme Colors are used to change the color scheme of the document. Theme Effects are used to change shape items, such as borders and connectors.

1. Choose DESIGN, then select a theme from the THEMES group. To see more themes, [Click] MORE.
2. For Theme Colors, select from the list.
3. For Theme Effects, select from the list.
- To create a new theme color or effect, choose CREATE NEW THEME COLORS/EFFECTS at the bottom of each list.
- To ensure the new theme is applied to all new shapes, from the THEMES group, [Click] MORE and check APPLY THEME TO NEW SHAPES.

1-D vs. 2-D Objects

- A 1-D object is a Connector shape. 1-D objects are used to connect one shape to another, such as lines on a flowchart. 1-D objects do not have to be straight lines. Certain 1-D objects may route themselves around obstacles, e.g. the Dynamic Connector.
- A 2-D object is a Shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a flowchart.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selection or press the arrow keys on the keyboard to nudge the selection in any direction.
- If faint dashed lines emanate from the shape, the Dynamic Grid is providing a guide for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Shift> while [Dragging] constrains movement to a vertical or horizontal direction.

Copying Shapes

1. Select the shape to copy.
2. Choose HOME, then [Click] or press <Ctrl-C>.
3. [Click] PASTE or press <Ctrl-V>.

- Press <Ctrl> while [Dragging] the original shape.
- Select a shape to duplicate and choose DUPLICATE or press <Ctrl-D>.

Resizing Shapes

- 1-D: [Drag] the endpoints to the new locations. [Drag] line segment midpoints or vertices for fine control.
- 2-D: [Drag] the control handles to the new size. 2-D shapes can be resized vertically, horizontally, and diagonally. Control handle icons.

Aligning Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose HOME, then POSITION.
3. [Click] the list item which matches the desired alignment pattern.
- Alternatively, press <F8>. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL and HORIZONTAL alignments. [Click] the buttons which match the desired alignment pattern and [Click] OK.
- To straighten connectors, [Click] AUTO ALIGN & SPACE.

Distributing Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. Choose HOME, then POSITION.
3. [Click] SPACE SHAPES to distribute shapes horizontally or vertically.
- Alternatively, POSITION, then [Click] SPACE SHAPES, MORE DISTRIBUTE OPTIONS to display the DISTRIBUTE SHAPES dialog box. The DISTRIBUTE SHAPES dialog box allows a custom combination of VERTICAL or HORIZONTAL distributions. Select distribution, then [Click] OK.
- To auto-distribute shapes, POSITION, [Click] AUTO SPACE.

Using Enhanced Alignment and Distributing Features

- Choose HOME, then AUTO ALIGN & SPACE to align and space all objects to each other.
- Move a shape onto the page to display guides to assist with positioning with other shapes.



Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION, then ROTATE SHAPES to rotate the shape left or right 90 degrees or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the Rotate handle.

Creating Groups

1. Select the shapes to group.
2. Choose HOME, GROUP, then GROUP, or press <Shift-Ctrl-G>.

Warning: When grouping shapes glued together with Inward and Outward connection points, moving the grouped object breaks the glue (noticeable when ungrouped). Ungrouped groups are not affected.

To ungroup shapes:

1. Select the group.
2. Choose HOME, GROUP, then UNGROUP, or press <Shift-Ctrl-U>.

Note: After ungrouping, any modifications applied to the group (e.g. properties or ShapeSheet) are lost.

Keyboard Shortcuts

Go to next/prev. page	Ctrl-Page Down/Up
Pin page (nothing selected)	Arrow keys
Move selected object(s)	Arrow keys
Move from shape to shape	Tab
Open Page dialog box	Shift-F4
Bring to Front or Back	Ctrl-Shift-F or B
Zoom to 100%	Ctrl-Shift-I
Zoom to Fit	Ctrl-Shift-W
Zoom in	Ctrl-Shift-(Left Click) or Alt-PE
Zoom out	Ctrl-Shift-(Right Click) or Alt-Shift-F6
Rotate left or right	Ctrl-L or R
Flip horizontal or vertical	Ctrl-H or V
Group or Ungroup	Ctrl-Shift-G or U
Add connection point	Ctrl-Shift-I

Microsoft Visio 2010 Introduction Quick Reference Guide

AW Rasmussen



Microsoft Visio 2010 Introduction Quick Reference Guide:

Microsoft Visio 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Visio 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating a New Document Adding Shapes to a Drawing Selecting Multiple Shapes Adding Editing Text on a Shape Formatting Shapes Using Themes 1 D vs 2 D Objects Moving Shapes Copying Shapes Resizing Shapes Aligning Shapes Distributing Shapes Using Enhanced Alignment and Distributing Features Rotating and Flipping Opening a Stencil Closing a Stencil Creating a New Stencil Adding Your Shapes to a Stencil Using Quick Shapes Saving a Stencil Copying Master Shapes to a Stencil Using a Connector from a Stencil Using the Connector Tool Using AutoConnect Point to Point or Dynamic Glue Gluing 2 D Shapes Adding Your Own Connection Points Changing Connection Point Types Creating Modifying Layers Assigning Shapes to Layers Creating Groups Using Guides Setup Printer Paper vs Drawing Page Shortcut to Working with Pages Adding Pages Deleting Pages Reordering Pages Renaming Pages Drawing Windows for Quick Editing Pan Zoom Drawing Explorer Shape Data Size Position

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Visio Services Quick Guide Sahil Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide *Microsoft Visio 2010 Business Process Diagramming and Validation* David John Parker,2010-07-09 Create custom Validation Rules for structured diagrams and increase the accuracy of your business information with Visio 2010 Premium Edition with this book and eBook

Visio 2013 Absolute Beginner's Guide Alan Wright,Chris Roth,2013-07-22 Make the most of Visio 2013 without becoming a technical expert This book is the fastest way to master Visio and use it to build powerful useful diagrams org charts and flowcharts of all kinds Even if you ve never used Visio before you ll learn how

to do what you want one incredibly clear and easy step at a time Visio has never ever been this simple Who knew how simple Visio 2013 could be This is the easiest most practical beginner s guide to using Microsoft Visio 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master new tools for creating intuitive visually appealing diagrams Learn high efficiency touch features for Windows 8 and tablets Create business and engineering diagrams flowcharts maps floor plans network diagrams schedules and more Instantly set or change diagram designs with enhanced templates and themes Simplify diagramming with built in shapes and stencils or create your own Craft more sophisticated diagrams with containers callouts screentips and layers Import external images from SVG graphics to AutoCAD drawings Visually present Excel spreadsheet data in Visio drawings Dynamically update diagrams with real time data to support better decision making Share diagrams to improve team collaboration

MCTS Microsoft SharePoint 2010 Configuration Study Guide James Pyles,2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training Microsoft SharePoint claims over half the market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification

Office and SharePoint 2010 User's Guide Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it

contributes to the support and use of SharePoint in today's increasingly electronic based office environment

Visualize Complex Processes with Microsoft Visio David J Parker, Senaj Lelic, 2023-05-12 Streamline your business by creating clear concise process diagrams with Microsoft Visio and share them securely for viewing reviewing and collaboration Purchase of the print or Kindle book includes a free PDF eBook Key Features Learn built in diagram types or create custom ones to describe flow steps effectively Unlock the skills and techniques needed to efficiently and speedily capture and communicate complex flows Understand how to store securely integrate with other apps and import and export flow steps Book Description Every business has process flows but not all of them are fully described to or verified for accuracy with each stakeholder This not only presents a risk for business continuity but also removes the ability to make insightful improvements To make these complex interactions easy to grasp it's important to describe these processes visually using symbology that everybody understands Different parts of these flows should be collaboratively developed and stored securely as commercial collateral Visualize Complex Processes with Microsoft Visio helps you understand why it is crucial to use a common systematic approach to document the steps needed to meet each business requirement This book explores the various process flow templates available in each edition of Microsoft Visio including BPMN It also shows you how to use them effectively with the help of tips and techniques and examples to reduce the time required for creating them as well as how you can improve their integration and presentation By the end of this book you'll have mastered the skills needed to create data integrated business flowcharts with Microsoft Visio learned how to effectively use these diagrams collaboratively but securely and understood how to integrate them with other M365 apps including Excel Word PowerPoint and Power Automate What you will learn Choose an appropriate flowchart diagram type to describe process steps Develop the skills to efficiently use Visio to draw process flowcharts Discover how to create process flows diagrams to meet the BPMN standard Find out how to synchronize Excel tables with Visio process flowcharts Store flowcharts that can also be used for collaboration securely Understand how to export flowcharts and data to other M365 apps Discover how Visio ShapeSheet functions can increase productivity Who this book is for If you're a manager analyst or designer of business processes then this book will help you create professional process diagrams effectively and consistently to improve the accuracy of communication and facilitate impactful insights This book will also be useful for beginners or power users who are seeking tips and techniques to capture process flows from context and customize diagrams to meet academic as well as corporate standards

Beginning SharePoint Designer 2010 Woodrow W. Windischman, Bryan Phillips, Asif Rehmani, Marcy Kellar, 2010-10-28 Teaching Web designers developers and IT professionals how to use the new version of SharePoint Designer Covering both the design and business applications of SharePoint Designer this complete Wrox guide brings readers thoroughly up to speed on how to use SharePoint Designer in an enterprise You'll learn to create and modify web pages use CSS editing tools to modify themes use Data View to create interactivity with SharePoint and other data and much more Coverage includes integration points with

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ordinary out of the box features then this book is ideal for you Microsoft Visio 2013 Business Process Diagramming and Validation provides a comprehensive and practical tutorial including example code and demonstrations for creating validation rules writing ShapeSheet formulae and much more SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct **SharePoint 2016 User's Guide** Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using

it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides

Microsoft Project 2010 Inside Out Teresa Stover, Bonnie Biafore, Andreea Marinescu, 2011-05-15 Conquer Microsoft Project 2010 from the inside out You're beyond the basics so dive right in and really put your project management skills to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Project 2010 and challenge yourself to new levels of mastery Take charge of the project triangle time money and scope to balance your plan Enable collaboration among team members sponsors and other project stakeholders Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel R 2010 and Visio R 2010 Manage project activities in an enterprise project management environment Apply your experience to future projects by creating your own custom templates **Visio 2010** , **Microsoft SharePoint 2010** Sahil Malik, 2010-07-30 This book provides a fresh take on Microsoft's premier collaboration solution A critical resource if you're developing on the SharePoint platform this book features a complete focus on the new features and capabilities of SharePoint 2010 Through a thorough treatment of sites web parts data management portal solutions and business intelligence capabilities you'll appreciate author Sahil Malik's concise yet highly readable text With this book you'll gain intermediate level guidance for designing and deploying exciting business solutions based on Microsoft SharePoint 2010 *Microsoft Project 2010: The Missing Manual* Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project's power tools Customize Project's features and views and transfer info directly between Project and other programs

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