

Quick Start Guide

Microsoft Visio 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Updated templates
Templates help you start the drawing type that you want. Find them on the **File** tab. The most popular templates are color-coded by category, and you can search if you don't see the one you want.

Customize the look and design
Give your drawing a coordinated look with themes and matched colors. Find them on the **Design** tab.

Add comments
Add comments to a shape, or reply to others' comments. Click a comment indicator on the drawing, or use the **Review** tab.

Quick Access Toolbar
Commands here are always visible. Right-click a ribbon command to add it here.

Shapes search
Can't find a shape? Click **Search** on the **Shapes** window.

Specialized shapes
Templates come with elements, which are collections of related shapes. You can add more elements for many shape options.

Show or hide the ribbon
Click a tab to open the ribbon, or pin it so it's always visible.

Shape effects
Give shapes effects like shadows, gradients, or 3-D rotations.

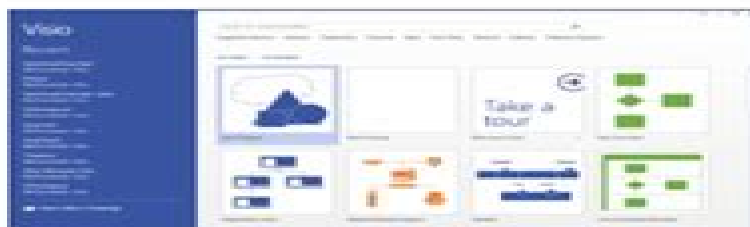
Use touch controls
If you have a touch device like a tablet, you can review and edit your drawing with touch gestures. Add and move shapes, use pinch and zoom, add comments and text.

Microsoft

Visio 2013

Get a jumpstart on your work

Visio comes with dozens of templates to start you quickly on almost any type of drawing, from organizational charts to network diagrams to floor plans to wiring diagrams to workflows and more.



Each template includes shapes related to the type of drawing, in specialized mini-tours called **Starts**. The **Starts** window, at the side of the ribbon, lists

Make your drawing look professional

Just a few clicks can give your drawing a professional and engaging look. Use a theme to apply a coordinated set of colors, or customize it with one of the color variants. Find galleries for both on the **Design** tab.

Roll the pointer over each gallery option to get a live preview of what your drawing would look like.



You can also add more visual impact to shapes. Visio now lets you give shapes the same effects — such as fill colors, gradients, shadows or 3-D effects — that you can add to art in the other Office programs. Use the **Shape Styles** group on the **Home** tab.

Microsoft Visio Manual

J.D. Biersdorfer



Microsoft Visio Manual:

Micro Saint Sharp User Manual v3_8 Beth Plott, Jake Pearson, Christopher Shaw, Marc Gacy, 2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp's intuitive graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3.8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and a updated version of the built in OptQuest optimization [Microsoft Project 2007: The Missing Manual](#) Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it [Switching to the Mac: The Missing Manual, Mavericks Edition](#) David Pogue, 2014-02-05 Ready to move to the Mac This incomparable guide from New York Times columnist and Missing Manuals creator David Pogue helps you make a smooth transition to OS X Mavericks a beautiful machine with a thoroughly reliable system Whether you're using Windows XP Windows 7 or Windows 8 we've got you covered Syncing with iOS If you already have an iPhone or iPad now's the perfect time to switch to OS X with iCloud which allows you to sync Mail Contacts Calendar Messages FaceTime Game Center Safari Reminders iTunes the Mac App Store and Notes across all of your devices Transferring your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract things like your email address book calendar Web bookmarks buddy list desktop

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FileMaker Pro 12: The Missing Manual Susan Prosser, Stuart Gripman, 2012-07-24 The book that should have been in the box

Microsoft Visio Advanced Training Manual Richard Walters, 2019-04-09 The Microsoft Visio Advanced Training Manual has been designed to provide examples of how to use many useful features in Microsoft Visio and creating drawings and diagrams All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding of popular Microsoft Visio features and how to use or create drawings and diagrams The book is suitable for those who have experience in the use of Microsoft Visio and want to develop useful new skills The book is also suitable for those who have advanced Microsoft Visio skills and who want to learn more about Microsoft Visio or just to consolidate their existing knowledge

Switching to the Mac: The Missing Manual, El Capitan Edition David Pogue, 2016-01-15 Those who have made the switch from a Windows PC to a Mac have made Switching to the Mac The Missing Manual a runaway bestseller The latest edition of this guide delivers what Apple doesn t everything you need to know to successfully and painlessly move your files and adapt to Mac s way of doing things Written with wit and objectivity by Missing Manual series creator and bestselling author David Pogue this book will have you up and running on your new Mac in no time

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become adjusted to the Macintosh operating system and how to transfer data from a Windows system to a Macintosh discussing topics such as moving files and Macintosh equivalents to Windows only programs

Laboratory Manual for Pulse-Width Modulated DC-DC Power Converters Marian K. Kazimierczuk, Agasthya Ayachit, 2015-08-13 Designed to complement a range of power electronics study resources this unique lab manual helps students to gain a deep understanding of the operation modeling analysis design and performance of pulse width modulated PWM DC DC power converters Exercises focus on three essential areas of power electronics open loop power stages small signal modeling design of feedback loops and PWM DC DC converter control schemes and semiconductor devices such as silicon silicon carbide and gallium nitride Meeting the standards required by industrial employers the lab manual combines programming language with a simulation tool designed for proficiency in the theoretical and practical concepts Students and instructors can choose from an extensive list of topics involving simulations on MATLAB SABER or SPICE based platforms enabling readers to gain the most out of the prelab inlab and postlab activities The laboratory exercises have been taught and continuously improved for over 25 years by Marian K Kazimierczuk thanks to constructive student feedback and valuable suggestions on possible workroom improvements This up to date and informative teaching material is now available for the benefit of a wide audience Key features Includes complete designs to give students a quick overview of the converters their characteristics and fundamental analysis of operation Compatible with any programming tool MATLAB Mathematica or Maple and any circuit simulation tool PSpice LTSpice Synopsys SABER PLECS etc Quick design section enables students and instructors to verify their design methodology for instant simulations Presents lab exercises based on the most recent advancements in power electronics including multiple output power converters modeling current and voltage mode control schemes and power semiconductor devices Provides comprehensive appendices to aid basic understanding of the fundamental circuits programming and simulation tools Contains a quick component selection list of power MOSFETs and diodes together with their ratings important specifications and Spice models

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no further than CompTIA Network **Visio 2013 Absolute Beginner's Guide** Chris Roth,2013-03-18 Make the most of Visio2013 without becoming a technical expert Visio 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Visio use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Visioor you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time Friendly direct and patient this book reveals Visio2013 s power and helps you quickly master its updated interface World renowned Visiotutorial author Chris Roth provides step by step instructions for every task requiring more than one step He presents screenshots guiding you through complex processes and illustrations demonstrating the touch gestures you need to run Visio on the latest tablets and Windows 8 devices Along the way he covers key Visio 2013 improvements that simplify diagramming help you build more attractive visuals allow for dynamic diagram updates with real time data and make it easier to collaborate with others on your team [The Unofficial Guide to Outlook 2007](#) Marc Orchant,2007-04-02 Microsoft Outlook 2007 is a major update and to use it with confidence you need to know its quirks and shortcuts Readers will find unbiased information on everything from simple tasks like working with schedules and the calendar to expertly managing contacts and expediting repetitive or common tasks [The "How To" Grants Manual](#) David G. Bauer,2011-05-16 Although the current grants marketplace is rife with changes this book provides the most current data and techniques to keep grant seekers ahead of the curve The author offers step by step advice for seeking grants from foundations the corporate sector and the government and explains exactly how to achieve success particularly in the present economic climate This new edition of The How To Grants Manual seeks to improve success rates to an even higher percentage

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