








# Microsoft® Office Visio® Tips and Tricks

## Introduction

This document is intended to provide you with a brief collection of more than 60 of some of the tips and tricks which will serve to make you more productive in working with Microsoft Visio. It is by no means a complete compendium of all of the shortcuts, techniques and information available on the subject. For further information and resources, please see the Resources section at the end of this document.

## Icons

This document uses several icons to assist you in understanding the tips and tricks. There are icons which show you which version of Visio that these tips and tricks apply to. There are also icons which show which edition of Visio, Standard or Professional, that the tips and tricks apply to. Finally, there are also icons which flag the particular tip or trick as a shortcut or easy access feature, and a tip or trick of importance to your usage of Visio. The icons used in this document are:

ICON	MEANING
	Applies to Microsoft Office Visio 2003
	Applies to Microsoft Visio 2002
	Applies to Microsoft Visio 2000
	Applies to Microsoft Visio Professional Edition
	Applies to Microsoft Visio Standard Edition
	Indicates that this is a shortcut. This is a faster methodology than the standard system of utilizing menus and diverse dialogs to accomplish this task.
	Indicates that this is an important tip or trick. Knowledge of this particular tip or trick will be highly useful to your daily use of Visio

All of the tips and tricks will be presented to you as if you are using Visio 2003 Professional Edition; however, if the technique is applicable to other versions and editions, the icons at the beginning of each tip or trick will assist you in using these features under these other versions and editions as well.

# Microsoft Office Visio 2010 Tips Techniques Documentation

**Ken Ong, MD, MPH, Editor**



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*Microsoft Visio 2010 Step by Step* Scott A. Helmers, 2011-04-15 Experience learning made easy and quickly teach yourself how to create professional looking business and technical diagrams with Visio 2010 With Step by Step you set the pace building and practicing the skills you need just when you need them Build a variety of charts and diagrams with Visio templates Draw organization charts floor plans flowcharts and more Apply color text and themes to your Visio diagrams Use Visio shapes to link to store and visualize data Collaborate on diagrams with Microsoft SharePoint 2010 Create custom diagrams with your own shapes and templates Your Step by Step digital content includes All the book's practice files ready to download and put to work Fully searchable online edition of this book with unlimited access on the Web Free online account required

Essential SharePoint 2010 Scott Jamison, Susan Hanley, Mauro Cardarelli, 2010-08-12 The Only Book That's Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions to achieve superior business results The authors are leading enterprise SharePoint consultants and draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You'll find practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value from new innovations such as social tagging and mashups The book includes comprehensive in the trenches guidance on planning architecture governance training and other key issues most SharePoint books ignore The authors identify success factors intangibles and gotchas helping you systematically reduce project risk and time to value ratio Learn how to Customize your best portal or collaboration strategy Sustain a portal for continual measurable value Leverage the new community and social features in SharePoint 2010 Succeed with enterprise content management Streamline business processes with Workflow and Forms Choose the right roles for Web collaboration search and Microsoft Office Plan for secure external collaboration Migrate smoothly from SharePoint 2007 Train and communicate for a successful launch Whether you're a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results

Medical Informatics: An Executive Primer Ken Ong, MD, MPH, Editor,

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and the support team that must know how to manage SharePoint IT managers and project leaders it assumes no previous knowledge of SharePoint The version adds full integration support for Microsoft Office 2010 and Visio 2010 Microsoft's new FAST search and mobile and Groove client support     Teach Yourself VISUALLY Office 2010 Kate Shoup,2012-06-20 Master the new version of Microsoft Office with this easy visual guide The popular Microsoft Office suite has been revamped to provide new features including Web applications that can be accessed from anywhere and a new streamlined Ribbon If you learn better with visual instructions this full color guide is just what you need Covering Word Excel PowerPoint Outlook Access and Publisher this book is filled with step by step instructions and full color screen shots that show you exactly what you'll see at each step You'll also get instruction on the new Office Internet and graphics tools as well as how to tackle dozens of common tasks in each application Ideal for visual learners this guide covers the entire Office suite Word Excel PowerPoint Outlook Access and Publisher Introduces the new Microsoft Office features including Office Internet and graphics tools Provides step by step instructions for common tasks in each application Full color screen shots illustrate what you see on the screen every step of the way Teach Yourself VISUALLY Office 2010 gets you up and running with Office 2010 quickly and easily so you can take advantage of all the enhanced features     *Microsoft Visio 2010 Essentials* Michelle Halsey,2017-03-01 Learn how to use the basic features of Microsoft Visio R 2010 Microsoft Visio R 2010 is a drawing application that uses different shapes and stencils to help you draw different types of diagrams You can use Visio to create simple flowcharts complicated engineering plans wire frames and layouts for websites and app development or even floor plans Topics Covered Include Open and close Visio Understand the Visio 2010 interface Use the backstage view to create a new blank drawing or a drawing from a template Use the backstage view to open files and use the recent list Save files Switch between files Setup screen elements guides and ruler and grid settings Find and place shapes on a drawing Add text to a shape Resize move delete and duplicate shapes Use the Tools group Use cut copy and paste Format fonts and paragraphs with a variety of features including using preset styles Use bullets Rotate text blocks Use themes Validate the drawing Add a legend Share the drawing by printing e mailing or saving it as a picture

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