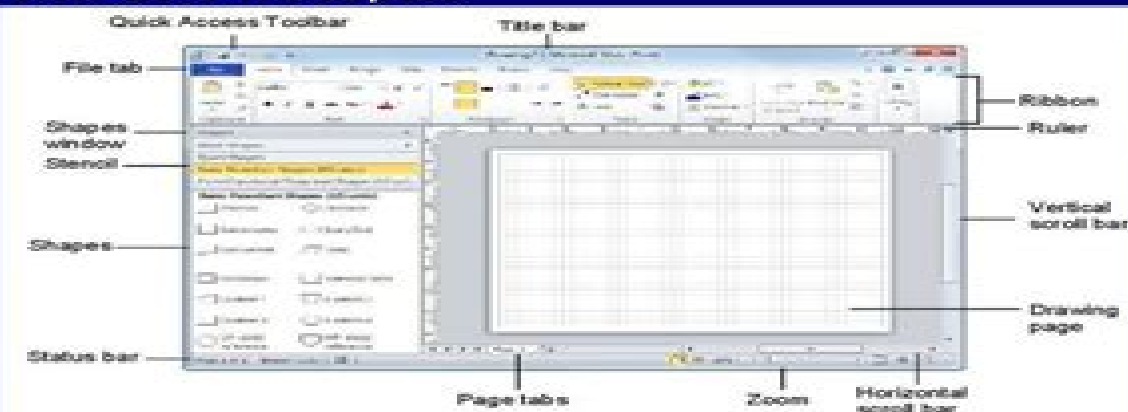


# Microsoft® Visio 2010 Quick Reference Card

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## Visio 2010 Workspace



## The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Diagram from a Template:** Click the **File** tab, select **New**, select the template you wish to use, and click **Create**. Or, press **<Ctrl> + <N>**.
- To Create a New Diagram from Scratch:** Click the **File** tab, select **New**, and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Insert a Shape:** Click and drag the shape from the stencil in the Shapes window to the desired location in the diagram.
- To Add Text to a Shape:** Click the shape and start typing.
- To Select a Shape:** Click it.
- To Move a Shape:** Select the shape and drag it to a new location.
- To Resize a Shape:** Select the shape and drag one of its sizing handles.
- To Delete a Shape:** Select the shape(s) and press **<Delete>**.

- To Open a Diagram:** Click **File** tab and select **Open**. Or, press **<Ctrl> + <O>**.
- To Save a Diagram:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Print a Diagram:** Click the **File** tab and select **Print**. Or, press **<Ctrl> + <P>**.
- To View Advanced Printing Options:** Click the **File** tab and select **Print**. Select the options under Settings.
- To View a Diagram in Full Screen Mode:** Press **<F11>**. Use the mouse or the arrow keys to navigate between pages.
- To Change Page Orientation:** Click the **Design** tab on the Ribbon and click the **Orientation** button in the Page Setup group. Select **Portrait** or **Landscape**.
- To Find a Shape:** Click the **More Shapes** title bar in the Shapes window and select **Search for Shapes**. Click the list arrow, enter the search term, and press **<Enter>**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- To Close a Diagram:** Click the **Close** button. Or, press **<Ctrl> + <F4>**.

## Keyboard Shortcuts

### General

Open File	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Close File	<b>&lt;Ctrl&gt; + &lt;F4&gt;</b>
New Drawing	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Cascade	<b>&lt;Alt&gt; + &lt;F7&gt;</b>
Full Screen	<b>&lt;F5&gt;</b>
Print	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Print Preview	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Display Help	<b>&lt;F1&gt;</b>
Save	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>

### Drawing

Actual Size	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;J&gt;</b>
Align Shapes	<b>&lt;F8&gt;</b>
Bring to Front	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F&gt;</b>
Send to Back	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;B&gt;</b>
Fill	<b>&lt;F3&gt;</b>
Flip Horizontal	<b>&lt;Ctrl&gt; + &lt;H&gt;</b>
Flip Vertical	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Group	<b>&lt;Ctrl&gt; + &lt;G&gt;</b>
Ungroup	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;U&gt;</b>
Line	<b>&lt;Shift&gt; + &lt;F3&gt;</b>
Rotate Left	<b>&lt;Ctrl&gt; + &lt;L&gt;</b>
Rotate Right	<b>&lt;Ctrl&gt; + &lt;R&gt;</b>
Toggle Snap	<b>&lt;Shift&gt; + &lt;F9&gt;</b>
Snap and Glue	<b>&lt;Alt&gt; + &lt;F9&gt;</b>

### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Duplicate	<b>&lt;Ctrl&gt; + &lt;D&gt;</b>
Redo	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Repeat	<b>&lt;F4&gt;</b>
Find	<b>&lt;Ctrl&gt; + &lt;F&gt;</b>
Spelling	<b>&lt;F7&gt;</b>

### Formatting Text

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italic	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Double Underline	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;D&gt;</b>
Small Caps	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;K&gt;</b>

# Microsoft Visio 2010 User Guide

**Bonnie Biafore**



## **Microsoft Visio 2010 User Guide:**

**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 *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 *SharePoint 2013 User's Guide* Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft

SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions *Installing and Configuring SharePoint 2010 User Guide* Saifullah Shafiq, 2012-12-18 First edition of this book was published in 2009 and VMware was used to demonstrate the installation and configuration of SharePoint 2010 VMware can still be used but Virtual Box has gained a lot of popularity over the last 2 years Virtual Box is owned by Oracle and is free It is easy to use and configure Most of what is written in this updated edition works for both VMware and Virtual box I have added new content where necessary The content has been modified to work with new downloads New links have been provided through out the book where needed This step by step guide shows how to install SharePoint 2010 Each step shows a screenshot that makes understanding the step easier Host computer used during the preparation of this guide was a Windows 7 64 bit machine Guest machine used was Virtual Box 4.1.6 r74713 with Windows Server 2008 R2 64 bit The book lists hardware and software requirements It has up to date links to download necessary software Guide gives you tips on what to avoid during the installation This is the most comprehensive compilation of SharePoint 2010 installation steps This book provides users accurate links to download software Anyone can install SharePoint but installing it the right way first time is different Only a few manage to do that You don't have to waste time experimenting yourself Learn from the mistakes others made when learning the installation Save time time is money **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 **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

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devices military aerospace automotive and logistics are condensed in this book to provide reference material to both beginners and seasoned professionals in the development and sustainability of an effective quality and operational system. Experiences shared in this book include the design from ground zero to deployment risk mitigation and maintenance of quality standards such as ISO 9001 AS9100 ISO TS 16949 TL 9000 FDA GMP and C TPAT standard and Lean Six Sigma principles. The main focus of this book is to promote the use of the internal auditing tool as a feedback mechanism not only for compliance verification but also for the measurement and enhancement of the system's effectiveness. The catalysts for this goal are Auditing beyond compliance to include identification of improvement opportunities. Use of process metrics as feedback mechanism in the discovery of hidden factories and risks. Concepts and models discussed in this book are clearly illustrated using anonymous real life examples encountered in day to day operations. These examples include lessons learned associated with compliance continuous improvement and techniques in the conversion of performance metrics as process indicators savings generators and risk mitigation. The examples and models are simple and easy to understand accompanied with templates for quick application on the creation of problem statements root cause analysis methods and design of action plans with measurement of success. Workshop modules for training the trainers are included in this book with practical hands on exercises on the different tools associated with problem solving development of process metrics for risk mitigations and auditing.

**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.

Exam 70-411 Administering Windows Server 2012 Microsoft Official Academic Course, 2013-04-02 This 70 411 Administering Windows Server 2012 textbook covers the second of three exams required for Microsoft Certified Solutions Associate MCSA Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing managing maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70 411 Administering Windows Server 2012 exam objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of core services such as user and group management network access and data.

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**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

*Guidelines for Pressure Relief and Effluent Handling Systems* CCPS (Center for Chemical Process Safety), 2017-06-22 Providing in depth guidance on how to design and rate emergency pressure relief systems Guidelines for Pressure Relief and Effluent Handling Systems incorporates the current best designs from the Design Institute for Emergency Relief Systems as well as American Petroleum Institute API standards Presenting a methodology that helps properly size all the components in a pressure relief system the book includes



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**SharePoint 2013 Field Guide** Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

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