

## 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.

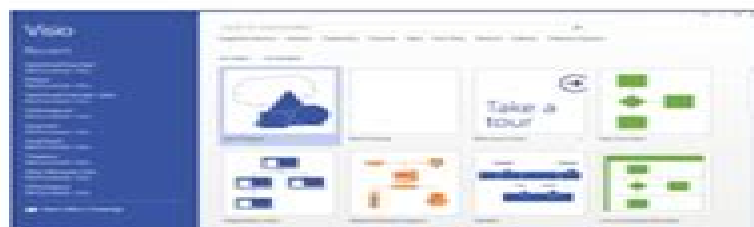
**Use touch controls**  
If you have a touch device like a tablet, you can review and edit your drawing with touch gestures. Add and move shapes, use pinch and zoom, add comments and text.

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

**E Durkheim**



## **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 an 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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*Microsoft Manual of Style for Technical Publications* ,2004 Developed by Microsoft s senior editors and content managers

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