








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.

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Watsonia Publishing Staff



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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,

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

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Microsoft Visio 2010® Scott A. Helmers, **Documents, Presentations, and Worksheets** Stephanie Krieger,2011-04-15 Get expert techniques and best practices for creating professional looking documents slide presentations and workbooks And apply these skills as you work with Microsoft Word PowerPoint and Excel in Office 2010 or Office for Mac 2011 This hands on guide provides constructive advice and advanced timesaving tips to help you produce compelling content that delivers in print or on screen Work smarter and create content with impact Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications VBA and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes All the book s sample files for Word PowerPoint and Excel Files containing Microsoft Visio samples Visio 2010 is required for viewing **Using Microsoft Visio 2010, Enhanced Edition** Chris Roth,2011-10-07 This USING Microsoft Visio 2010 book is enhanced with over 5 hours of FREE step by step VIDEO TUTORIALS and AUDIO SIDEBARS Microsoft Visio 2010 is a versatile application for creating rich and diverse diagrams With Visio you can create an astonishing variety of visualizations that span a vast number of subjects disciplines and professions USING Microsoft Visio

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