

# Visio 2010 Introduction

In Visio 2010, your documents are drawing files (.VSD) and are positioned in the main area of your screen. Stencils (.VSS) are panes that usually appear on the left side of the screen in the SHAPES window. Stencils contain Master Shapes, shapes that you can [Drag] onto your page and customize. Templates (.VST) are special combinations of documents with stencils that can be used as a master from which to create new documents.

## Creating a New Document

1. Choose FILE, then NEW.
2. [Click] a TEMPLATE CATEGORY then [Click] a Template in the CHOOSE A TEMPLATE area. Review the template description on the right and [Click] CREATE from the preview area.
- If Visio is running, pressing <Ctrl-N> immediately creates a new document based on the current template.

## Adding Shapes to a Drawing

1. Display the desired Stencil by [Clicking] in the SHAPES window. To open a new stencil, choose a shape category from MORE SHAPES or choose OPEN STENCIL.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information required to complete the shape.

## Selecting Multiple Shapes

The Pointer Tool is used to select shapes. Choose HOME, then [Click] for different ways of using it.

- Using Area Select, [Drag] across adjacent shapes to select them.
- Using Lasso Select, [Draw] a selection net around shapes, even non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes as necessary. <Shift> toggles the selection state.
- Press <Ctrl-A> to select all shapes on the page or SELECT ALL under the SELECT drop-down list.

Note: The primary selected shape has a thicker magenta/black dashed outline. The primary shape is important for aligning and distributing shapes. Other shapes have thin magenta dashed outlines. A thin dashed box surrounds all selected objects.

## Adding/Editing Text on a Shape

Use the Text Tool to edit text within a shape or to [Drag] to create a box and enter text.

1. Select the desired shape.
2. Choose HOME, [Click] or press <Ctrl-Z> and type.
3. Press <Esc> to finish.
- [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose HOME, Text Block Tool to allow free movement/rotation of text blocks associated with shapes.

## Formatting Shapes

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, PARAGRAPH or SHAPE groups.
- To format a shape without using the Ribbon, [Right Click] on a shape to display the mini toolbar.



## Using Themes

Use themes to quickly apply consistent formatting to your entire document. Theme Colors are used to change the color scheme of the document. Theme Effects are used to change shape items, such as borders and connectors.

1. Choose DESIGN, then select a theme from the THEMES group. To see more themes, [Click] MORE.
2. For Theme Colors, select from the list.
3. For Theme Effects, select from the list.
- To create a new theme color or effect, choose CREATE NEW THEME COLORS/EFFECTS at the bottom of each list.
- To ensure the new theme is applied to all new shapes, from the THEMES group, [Click] MORE and check APPLY THEME TO NEW SHAPES.

## 1-D vs. 2-D Objects

- A 1-D object is a Connector shape. 1-D objects are used to connect one shape to another, such as lines on a flowchart. 1-D objects do not have to be straight lines. Certain 1-D objects may route themselves around obstacles, e.g. the Dynamic Connector.
- A 2-D object is a Shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a flowchart.

## Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selection or press the arrow keys on the keyboard to nudge the selection in any direction.
- If faint dashed lines emanate from the shape, the Dynamic Grid is providing a guide for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Shift> while [Dragging] constrains movement to a vertical or horizontal direction.

## Copying Shapes

1. Select the shape to copy.
2. Choose HOME, then [Click] or press <Ctrl-C>.
3. [Click] PASTE or press <Ctrl-V>.

- Press <Ctrl> while [Dragging] the original shape.
- Select a shape to duplicate and choose DUPLICATE or press <Ctrl-D>.

## Resizing Shapes

- 1-D: [Drag] the endpoints to the new locations. [Drag] line segment midpoints or vertices for fine control.
- 2-D: [Drag] the control handles to the new size. 2-D shapes can be resized vertically, horizontally, and diagonally. Control handle icons.

## Aligning Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose HOME, then POSITION.
3. [Click] the list item which matches the desired alignment pattern.
- Alternatively, press <F8>. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL and HORIZONTAL alignments. [Click] the buttons which match the desired alignment pattern and [Click] OK.
- To straighten connectors, [Click] AUTO ALIGN & SPACE.

## Distributing Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. Choose HOME, then POSITION.
3. [Click] SPACE SHAPES to distribute shapes horizontally or vertically.
- Alternatively, POSITION, then [Click] SPACE SHAPES, MORE DISTRIBUTE OPTIONS to display the DISTRIBUTE SHAPES dialog box. The DISTRIBUTE SHAPES dialog box allows a custom combination of VERTICAL or HORIZONTAL distributions. Select distribution, then [Click] OK.
- To auto-distribute shapes, POSITION, [Click] AUTO SPACE.

## Using Enhanced Alignment and Distributing Features

- Choose HOME, then AUTO ALIGN & SPACE to align and space all objects to each other.
- Move a shape onto the page to display guides to assist with positioning with other shapes.



## Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION, then ROTATE SHAPES to rotate the shape left or right 90 degrees or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the Rotate handle.

## Creating Groups

1. Select the shapes to group.
2. Choose HOME, GROUP, then GROUP, or press <Shift-Ctrl-G>.

Warning: When grouping shapes glued together with Inward and Outward connection points, moving the grouped object breaks the glue (noticeable when ungrouped). Ungrouped groups are not affected.

### To ungroup shapes:

1. Select the group.
2. Choose HOME, GROUP, then UNGROUP, or press <Shift-Ctrl-U>.

Note: After ungrouping, any modifications applied to the group (e.g. properties or ShapeSheet) are lost.

## Keyboard Shortcuts

Go to next/prev. page	Ctrl-Page Down/Up
Pin page (nothing selected)	Arrow keys
Move selected object(s)	Arrow keys
Move from shape to shape	Tab
Open Page dialog box	Shift-F4
Bring to Front or Back	Ctrl-Shift-F or B
Zoom to 100%	Ctrl-Shift-I
Zoom to Fit	Ctrl-Shift-W
Zoom in	Ctrl-Shift-(Left Click) or Alt-PG
Zoom out	Ctrl-Shift-(Right Click) or Alt-Shift-PG
Rotate left or right	Ctrl-L or R
Flip horizontal or vertical	Ctrl-H or V
Group or Ungroup	Ctrl-Shift-G or U
Add connection point	Ctrl-Shift-I

# Microsoft Visio 2010 Quick Reference Guides

**Michael Antonovich**



## **Microsoft Visio 2010 Quick Reference Guides:**

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 Visio Services Quick Guide Sahil Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide

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 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

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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     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     **MCTS Microsoft SharePoint 2010 Configuration Study Guide** James Pyles,2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training Microsoft SharePoint claims over half the market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification     **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office

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the chapter Notes Extra information related to the topic being covered Tips Helpful reminders or alternate ways of doing things Annotated Syntax Example code with commentary that describes the programming techniques being illustrated Joe Mayo is an independent consultant specializing in Microsoft NET technologies He is the author of LINQ Programming and other books Joe is also the recipient of multiple Microsoft MVP awards      **Pro SharePoint Designer 2010** Steve Wright,David Petersen,2011-10-09 SharePoint 2010 offers developers designers and users a sophisticated intranet web application and Internet site platform But until now SharePoint users have had to painfully edit code or seek developer assistance to customize more than just the most minor parts of their sites All of that has changed with SharePoint Designer 2010 Gain complete control and enhance your SharePoint sites with a depth not previously possible using this book Pro SharePoint Designer 2010 is your soup to nuts reference for unlocking the power of SharePoint Designer Covering everything you ll need to know to create custom rich SharePoint experiences Pro SharePoint Designer 2010 is a masterful guide to getting the most from this powerful application quickly and easily This book starts with a fast paced introduction to the 2010 version of the SharePoint Designer solution including an overview of its features and capabilities Then the authors demonstrate those tools in action in a practical results oriented way showing you how to vastly improve the functionality fit and finish of your SharePoint sites With Pro SharePoint Designer 2010 at hand you ll master the customization of the end user s complete SharePoint 2010 experience and be on your way to enhancing your sites in no time      *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      *Facilitated Self-Help Guide* Stephen G. Wartel,2023-03-04 The Facilitated Self Help Guide describes a helping model for use by professionals during the challenging times A professionally facilitated model it utilizes technologies like secure videoconferencing to deliver a range of stress reduction and behavioral health strategies based on cognitive behavioral principles Minimalist in orientation this stepped care model promotes self reliance and builds on resilience Help is assessed by a professional facilitator who collaboratively adapts and designs strategies relying when possible on trying self administered self help first The guide applies the model across a range of presenting issues encountered during these challenging times Illustrated examples flowcharts and protocols are included The guide has a

detailed table of contents to aid navigation a glossary and resource list for additional information and extensive referencing to document sources The Facilitated Self Help Guide describes a helping model for use by professionals during the pandemic and beyond A professionally facilitated model it respects social distancing by utilizing technologies like secure videoconferencing to deliver a range of stress reduction and behavioral health strategies based on cognitive behavioral principles and informed by neuroscience breakthroughs like memory reconsolidation Minimalist in orientation this stepped care model promotes self reliance and builds on resilience Help is assessed by a professional facilitator who collaboratively adapts and designs strategies relying when possible on trying self administered self help first The guide applies the model across a range of presenting issues encountered during the pandemic as well as beyond Illustrated examples flowcharts and protocols are included The guide has a detailed table of contents to aid navigation a glossary and resource list for additional information and extensive referencing to document sources

**Windows 7 Resource Kit** Mitch Tulloch,2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best

*Business Intelligence in Microsoft SharePoint 2010* Norm Warren,Mariano Neto,John Campbell,Stacia Misner,2011-04-15 Dive into the business intelligence BI features in SharePoint 2010 and use the right combination of tools to deliver compelling solutions This practical guide helps you explore several BI application services available in SharePoint 2010 and Microsoft SQL Server 2008 R2 You ll learn each technology with step by step instructions and determine which ones work best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Choose the BI tools that meet your needs and learn how they work together Examine the BI lifecycle from determining key performance indicators to building dashboards Take Microsoft Excel further gain more control and functionality with web based Excel Services Mash up data from multiple sources using PowerPivot for Excel 2010 Create data visualizations with objects context and metrics using Microsoft Visio Services Build dashboards scorecards and other monitoring and analysis tools with PerformancePoint Services Use SharePoint to view BI reports side by side no matter which tools were used to produced them Your companion web content includes Interactive exercises that help you try out concepts or techniques Code samples that enable you to work with the exercises

**Project Management Tools and Techniques** Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi

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