

Visio 2016 Introduction

In Visio 2016, your documents are drawing files (VSDX) and are positioned in the right pane of your screen. Shapes (VSDX) are panels that visually represent the left side of the screen in the SHAPES pane. Panels contain Master Shapes, shapes that you use [drag] onto your page and connectors. Together, VSDX are called combinations of documents with elements that can be used as a master from which to create new documents.

Creating a New Document

1. Choose FILE, then NEW. You will see the NEW ribbon being filled in.
2. In the ribbon, [Click] [Blank] button.
3. [Click] [Choose] link. Review the template description.
4. [Click] [NEW] or [NEW] link and [Click] [Create].
5. Pressing <Ctrl>+N immediately creates a new document based on the current template.
6. [Click] effects properties. See [Click] [Format] ribbon > Drawing Tools for more information.

Enabling Autorecovery of Files

In Visio, file autorecovery saving and recovery of files is not enabled, by default.

1. Choose FILE > OPTIONS.
2. In the SAVE category, check the **Save Autorecovery Information** checkbox and [Click] OK.

Adding Shapes to a Drawing

1. Display the desired panel by [Clicking] it. This is the SHAPES pane. To open a panel not displayed, see [Clicking] a Shape.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information requested to bring into the shape.

Selecting Multiple Shapes

The Pointer tool  is used to select shapes. Choose a point, then  for different ways of selecting.

- Using **Auto Select**  [Drag] is useful to select adjacent shapes to select them.
- Using **Auto Select**  [Drag] is a selection of a round shape, when non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes as necessary <Shift>+ [Click] toggle the selection state.
- Press <Ctrl>+A to select all shapes on the page or SELECT ALL  under the SELECT drop-down list.

The primary selected shape has a thick blue outline. The primary shape is used as the anchor for adding the other shapes. Other shapes have thin blue solid outline. A thin gray solid line surrounds all selected objects.

Adding/Editing Text on a Shape

Use the text tool  to add text with a shape or to [Drag] to create a text and a connector.

1. Select the desired shape.
2. Choose HOME  or press <Ctrl>+H and type.
3. Press <Enter> to finish.
4. While the Pointer tool is active, [Click] a shape and begin typing, or [Double-Click] to activate text.
5. Choose HOME, Text Block tool  for free movement selection of text blocks associated with the page.

Line vs. Box Shapes

- A line or a connector is a 1-dimensional shape. They are used to connect one box to another, such as lines in a flowchart. They do not have to be thing M lines. Certain lines or connectors may require themselves (about connector, e.g., the isometric connector ).
- A box is a shape with height and width. It is a 2-dimensional object. They are commonly the "main" element of a drawing, e.g., the isometric flowchart.

Formatting Shapes & Text

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, Fill, SHAPE FILL or SHAPE STYLE group.
3. Right-Click, a shape to display the shape mini toolbar .
4. To format text on the text, then Right-Click the text to display the text mini toolbar .

Using Themes

Use themes to quickly apply consistent formatting to your file and document. Themes can be used to change the look of schemes of the document. Themes effect are used to change shape theme, such as borders and connectors.

1. Choose DESIGN, then select a theme from the THEMES group. To activate theme, [Click] [THEME] .
2. Choose a variant from the VARIANTS group.
3. For Theme Colors, [Click] the VARIANTS theme color bar, and select from the list .
4. For Theme Effects, [Click] the VARIANTS theme effect bar, and select from the list .
5. To create a new theme color, choose <EDIT> after the bar, or click at the bottom of the bar.
6. To apply the new theme is applied to all new shapes, from the THEMES group, [Click] [NEW] and a background theme is to new shapes.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selected or place the arrow tool on the keyboard to resize the selection in any direction.
3. If text is selected from elements from the shape, the Dynamic Grid is providing a guide for shape placement.
4. As the shape is moved, the connector may adjust for better layout.
5. Pressing <Shift> while [dragging] constrains movement to a vertical or horizontal direction.

Copying Shapes

1. Select the shape(s) copy.
2. Choose HOME, then  or press <Ctrl>+C.
3. [Click] PASTE  or press <Ctrl>+V.
4. Press <Ctrl> while [dragging] the original shape.
5. Select a shape to duplicate and choose DUPLICATE or press <Ctrl>+D.

Resizing Shapes

- Use  [Drag] the end point to the new location to change the length or angle. [Drag] the alignment midpoint  or center  for line control.
- Use  [Drag] the control handle to the new size. Box shapes can be resized vertically to normally, and diagonally. Control handle icon .

Aligning Shapes

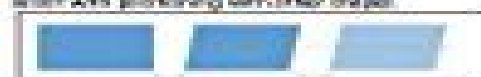
1. Select the shape. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose HOME, then ALIGN .
3. Select an alignment option from the list.
4. Alternatively, a top > F6. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL, and HORIZONTAL, alignments.
5. To align shapes connected, [Click] [DISTRIBUTE] and then AUTO ALIGN HORIZONTAL .

Distributing Shapes

1. Select the shape. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose HOME, then DISTRIBUTE .
3. [Click] DISTRIBUTE HORIZONTAL or DISTRIBUTE VERTICAL.
4. Alternatively, DISTRIBUTE , then [Click] 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 the option, then [Click] OK.
5. To auto distribute shapes, DISTRIBUTE  [Click] [AUTO] button.

Using Enhanced Alignment and Distributing Features

- Choose HOME, ALIGN, then AUTO ALIGN HORIZONTAL  to align and space all objects to each other.
- Select a shape on the page to display a dialog to select with positioning with for shapes.



Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, ROTATE , then ROTATE SHAPES to rotate the shape(s) or 90, 180 degrees or to flip vertically or horizontally.
3. To freely rotate shapes, [Drag] the rotate handle .

Creating Groups

1. Select the shape(s) to group.
2. Choose HOME, OR GROUP , then GROUP or press <Shift>+<Ctrl>+G.

To ungroup shapes:

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

Note: After ungrouping, any modification applied to the group list, properties or ShapeSheet is lost.

Keyboard Shortcuts

Switch to Pointer tool	<Ctrl>+<Q>
Switch to Connector tool	<Ctrl>+<C>
Go to next page	<Ctrl>+<Page Down>
Go to previous page	<Ctrl>+<Page Up>
Pen page for the selected	<Alt>+<Page Up>
Print selected a sheet	<Alt>+<Page Up>
Open/Close ribbon bar	<Shift>+<F>
Bring to front or back	<Ctrl>+<Shift>+<F> or <Alt>+<Shift>+<F>
Zoom to Fit/On	<Ctrl>+<Shift>+<W>
Zoom to Whole Page	<Ctrl>+<Shift>+<W>
Zoom in	<Ctrl>+<Shift>+<Left Click> or <Alt>+<F>
Zoom out	<Ctrl>+<Shift>+<Right Click> or <Alt>+<Shift>+<F>
Search and Auto Insert	<Ctrl>+<Shift>+<Drag> a line of interest
Pinning	<Ctrl>+<Shift>+<Right Drag>
Rotate left or right	<Ctrl>+<L> or <R>
Flip Horizontal or Vertical	<Ctrl>+<Shift>+<J>
Group or Ungroup	<Ctrl>+<Shift>+<G> or <U>
Switch to connection point mode	<Ctrl>+<Shift>+<I>

Visio 2010 Quick Reference Guide

**Adam Jorgensen, Mark Stacey, Devin
Knight, Patrick LeBlanc, Brad Schacht**

Visio 2010 Quick Reference Guide:

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 *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

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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 Technical Communication with 2009 MLA and 2010 APA Updates Mike Markel, 2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format

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 *Dynamic Scheduling with Microsoft Project 2010* Rodolfo Ambriz, John

White,2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes [UML Tutorials - Herong's Tutorial Examples](#) Herong Yang,2014-01-01 This book is a collection of tutorial notes and sample codes written by the author while he was learning UML Unified Modeling Language himself Main tutorials include Introduction to UML UML Class Diagrams UML Activity Diagrams UML Sequence Diagrams UML State Machine Diagrams UML Use Case Diagrams Using LibreOffice and MS Visio to Draw UML Diagram Updated in 2024 Version v1.05 with minor changes For latest updates and free sample chapters visit <https://www.herongyang.com/UML/> [Microsoft SharePoint Foundation 2010 Inside Out](#) Errin O'Connor,Johnathan Lightfoot,Penelope Coventry,Thomas Resing,2011-10-07 Conquer Microsoft SharePoint Foundation 2010 from the inside out You're beyond the basics so dive right in and really support collaboration This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle SharePoint Foundation 2010 and challenge yourself to new levels of mastery Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio *SharePoint 2010 Site Owner's Manual* Yvonne M. Harryman,2012-02-12 Summary SharePoint 2010 Site Owner's Manual teaches you what SharePoint 2010 is all about and how to get started using it The book also includes step by step scenarios for implementing real world scenarios You will learn how to build powerful sites leveraging SharePoint's out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites With it you'll learn how to set up document sharing trackable workflows and many other business applications You'll go step by step through real world scenarios like content management business intelligence sharing information on the web and search Along the way you'll learn how to interact with other business tools like Access InfoPath and SharePoint Designer This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint's out of the box functionality No programming or system administration experience is required Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book What's Inside Go from user to power user Build on out of the box features Customize your SharePoint site Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD

SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality **Microsoft Project 2010 In Depth** QuantumPM, LLC, Scott Daley, 2011-01-31 This is the world's most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010's reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can't fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2010 book you need

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Table of Contents Visio 2010 Quick Reference Guide

1. Understanding the eBook Visio 2010 Quick Reference Guide
 - The Rise of Digital Reading Visio 2010 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Visio 2010 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Visio 2010 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Visio 2010 Quick Reference Guide
 - Personalized Recommendations
 - Visio 2010 Quick Reference Guide User Reviews and Ratings
 - Visio 2010 Quick Reference Guide and Bestseller Lists
5. Accessing Visio 2010 Quick Reference Guide Free and Paid eBooks
 - Visio 2010 Quick Reference Guide Public Domain eBooks
 - Visio 2010 Quick Reference Guide eBook Subscription Services
 - Visio 2010 Quick Reference Guide Budget-Friendly Options
6. Navigating Visio 2010 Quick Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Visio 2010 Quick Reference Guide Compatibility with Devices
- Visio 2010 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Visio 2010 Quick Reference Guide
 - Highlighting and Note-Taking Visio 2010 Quick Reference Guide
 - Interactive Elements Visio 2010 Quick Reference Guide
- 8. Staying Engaged with Visio 2010 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Visio 2010 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Visio 2010 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Visio 2010 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Visio 2010 Quick Reference Guide
 - Setting Reading Goals Visio 2010 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Visio 2010 Quick Reference Guide
 - Fact-Checking eBook Content of Visio 2010 Quick Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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