

### V-1 OVERVIEW

In this quick reference guide, we will discuss all of the new features and enhancements in Microsoft Visio 2010. For users who are migrating from Visio 2003 or Visio 2007, this quick reference guide will detail the significant changes found in Visio 2010 such as the new interface, the Ribbon, new diagramming techniques and enhanced diagram functionality.

### V-2 USER INTERFACE

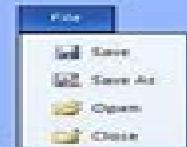
One of the significant changes common to Microsoft Office 2010 applications is the addition of the **Ribbon** which replaces the traditional menu bar and toolbars. New interface features also include the **Backstage View**, the **Quick Access Toolbar**, improved **Navigation** and **Formatting** in diagrams, as well as numerous enhancements that will be discussed throughout this quick reference guide. This guide applies to Visio Standard 2010 and Visio Professional 2010 editions.

### V-3 THE MICROSOFT OFFICE BACKSTAGE VIEW

The Microsoft Office Backstage View combines old and new commands that help you manage diagrams, diagram data and file properties (in Visio 2003/2007 these options were found under various menu-bar commands). You can access the Backstage View by clicking the **File** command. For example, you can open diagrams, create new diagrams and print content. In addition, two commands are available at the bottom to exit Visio or to access Visio options. The following section details the commands found "behind the scenes" in the Microsoft Office Backstage View.

#### ➤ Save, Save As, Open, Close

Use the **Save**, **Save As**, **Open** and **Close** commands to manage your Visio files. You can save the current file in one of many different formats, such as: Visio templates, older Visio versions, PDF or XPS (XML Paper Specification).



# Microsoft Visio 2010 Quick Reference Guides

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Visually present Excel spreadsheet data in Visio drawings Dynamically update diagrams with real time data to support better decision making Share diagrams to improve team collaboration *Microsoft Visual Studio 2010: A Beginner's Guide* Joe Mayo,2010-04-05 Essential Skills Made Easy Written by a Microsoft MVP and Visual Studio expert this hands on guide gets you started with the latest release of Microsoft's flagship Integrated Development Environment IDE Microsoft Visual Studio 2010 A Beginner's Guide shows you how to build applications from the ground up covering C VB NET ASP NET Silverlight Windows Presentation Foundation WPF and Windows Communication Foundation WCF You'll also learn how to customize the IDE adding your own tools that integrate with Visual Studio 2010 and edit and debug your applications Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in 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

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