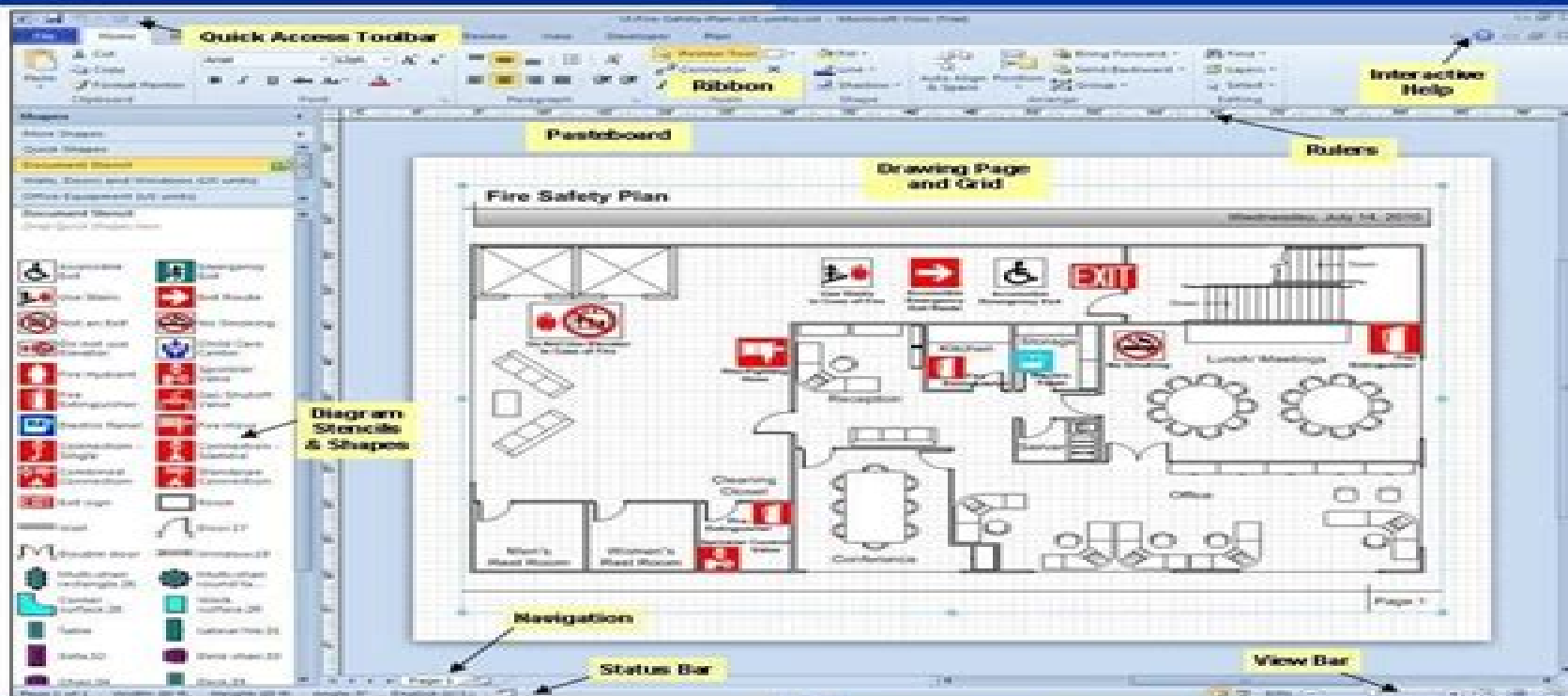


# MICROSOFT® VISIO® 2010

## 201 - VISIO 2010 FIRST LOOK: NEW FEATURES, ENHANCEMENTS & MIGRATION BRIEFING



### 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.

### 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.

### 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

**Arthur James Wells**



## **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 Visio 2013 Absolute Beginner's Guide Alan Wright,Chris Roth,2013-07-22 Make the most of Visio 2013 without becoming a technical expert This book is the fastest way to master Visio and use it to build powerful useful diagrams org charts and flowcharts of all kinds Even if you ve never used Visio before you ll learn how to do what you want one incredibly clear and easy step at a time Visio has never ever been this simple Who knew how simple Visio 2013 could be This is the easiest most practical beginner s guide to using Microsoft Visio 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master new tools for creating intuitive visually appealing diagrams Learn high efficiency touch features for Windows 8 and tablets Create business and engineering diagrams flowcharts maps floor plans network diagrams schedules and more Instantly set or change diagram designs with enhanced templates and themes Simplify diagramming with built in shapes and stencils or create your own Craft more sophisticated diagrams with containers callouts screentips and layers Import external images from SVG graphics to AutoCAD drawings

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      **The Machine Mind** Lauri Järvillehto,2025-04-03 A thrilling intellectual voyage into the core questions concerning the human mind and artificial intelligence Can a machine think How is it possible that humans and AI can now communicate fluently The book compares the human mind with the generative AI solutions that have stunned the world and gets to the heart of the fundamental questions concerning the nature of the mind and thinking This book has been translated by AI The audio book is read by an AI voice How does the mathematical processing of an AI differ from the neural networks of the human brain In what ways are AI solutions and the human mind similar Is it a sensible idea to say a machine could really think The book describes what thinking is from the perspective of both the human mind and AI solutions It sheds light on the functioning of the human mind through the latest research in cognitive psychology neuroscience and philosophy of mind It explores artificial intelligence through computer science machine learning and neural network architectures After reading the book you will understand how the mind works what thinking is and what AI tools are really about Lauri J rvilehto PhD is a non fiction writer philosopher and musician      **Microsoft Visio 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Visio 2007 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 Copying and Resizing Shapes Rotating Flipping Aligning Shapes Distributing Shapes Stencils Opening Closing Creating Saving Adding Shapes to a Stencil Copying Master Shapes to a Stencil Using a Connector from a Stencil Using the Connector Tool Using AutoConnect Applying Static 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

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