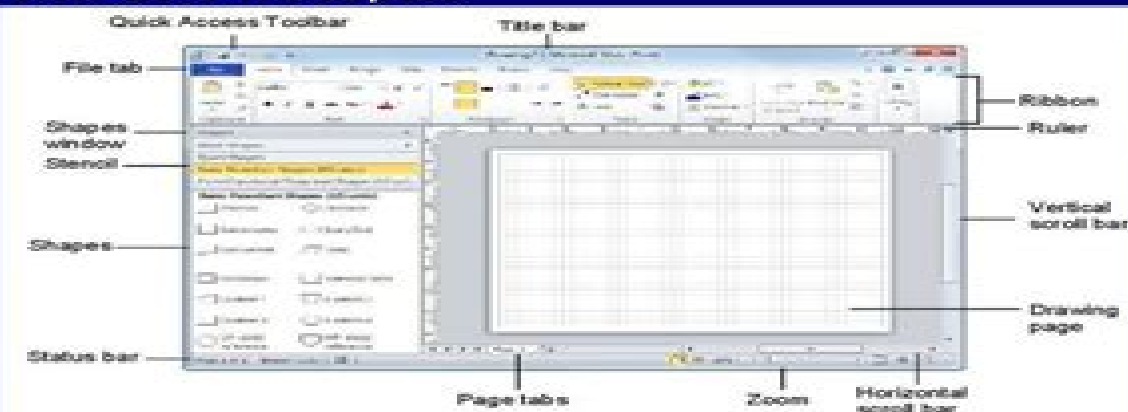


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Visio 2010 Workspace



The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Diagram from a Template:** Click the **File** tab, select **New**, select the template you wish to use, and click **Create**. Or, press **<Ctrl> + <N>**.
- To Create a New Diagram from Scratch:** Click the **File** tab, select **New**, and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Insert a Shape:** Click and drag the shape from the stencil in the Shapes window to the desired location in the diagram.
- To Add Text to a Shape:** Click the shape and start typing.
- To Select a Shape:** Click it.
- To Move a Shape:** Select the shape and drag it to a new location.
- To Resize a Shape:** Select the shape and drag one of its sizing handles.
- To Delete a Shape:** Select the shape(s) and press **<Delete>**.

- To Open a Diagram:** Click **File** tab and select **Open**. Or, press **<Ctrl> + <O>**.
- To Save a Diagram:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Print a Diagram:** Click the **File** tab and select **Print**. Or, press **<Ctrl> + <P>**.
- To View Advanced Printing Options:** Click the **File** tab and select **Print**. Select the options under Settings.
- To View a Diagram in Full Screen Mode:** Press **<F11>**. Use the mouse or the arrow keys to navigate between pages.
- To Change Page Orientation:** Click the **Design** tab on the Ribbon and click the **Orientation** button in the Page Setup group. Select **Portrait** or **Landscape**.
- To Find a Shape:** Click the **More Shapes** title bar in the Shapes window and select **Search for Shapes**. Click the list arrow, enter the search term, and press **<Enter>**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F11>**. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- To Close a Diagram:** Click the **Close** button. Or, press **<Ctrl> + <F4>**.

Keyboard Shortcuts

General

Open File	<Ctrl> + <O>
Close File	<Ctrl> + <F4>
New Drawing	<Ctrl> + <N>
Cascade	<Alt> + <F7>
Full Screen	<F5>
Print	<Ctrl> + <P>
Print Preview	<Ctrl> + <F2>
Display Help	<F1>
Save	<Ctrl> + <S>

Drawing

Actual Size	<Ctrl> + <Shift> + <J>
Align Shapes	<F8>
Bring to Front	<Ctrl> + <Shift> + <F>
Send to Back	<Ctrl> + <Shift> +
Fill	<F3>
Flip Horizontal	<Ctrl> + <H>
Flip Vertical	<Ctrl> + <V>
Group	<Ctrl> + <G>
Ungroup	<Ctrl> + <Shift> + <U>
Line	<Shift> + <F3>
Rotate Left	<Ctrl> + <L>
Rotate Right	<Ctrl> + <R>
Toggle Snap	<Shift> + <F9>
Snap and Glue	<Alt> + <F9>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Duplicate	<Ctrl> + <D>
Redo	<Ctrl> + <Y>
Undo	<Ctrl> + <Z>
Repeat	<F4>
Find	<Ctrl> + <F>
Spelling	<F7>

Formatting Text

Bold	<Ctrl> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Double Underline	<Ctrl> + <Shift> + <D>
Small Caps	<Ctrl> + <Shift> + <K>

Visio 2010 Manual

Kimberly McKay



Visio 2010 Manual:

Visio 2010 , *Visio 2010* ,2011 *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 **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 *Microsoft Project 2013: The Missing Manual* Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive **Visio 2010** Axzo Press,Brandon Heffernan,2011-04-12 This ILT Series course teaches the basic functions and features of Visio Professional 2010 Students will learn how to use stencils scale and resize objects draw basic shapes and compound lines and arrange objects They will also learn how to create diagrams work with text apply formatting work with background pages and set file

and print properties Finally students will create network and brainstorming diagrams set shape properties and create reports

Visio 2010 Axzo Press, Brandon Heffernan, 2011-03-31 This ILT Series course teaches the basic functions and features of Visio Professional 2010 Students will learn how to use stencils scale and resize objects draw basic shapes and compound lines and arrange objects They will also learn how to create diagrams work with text apply formatting work with background pages and set file and print properties Finally students will create network and brainstorming diagrams set shape properties and create reports

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Ms Visio 2010 Ken McKee, 2011-10 This hands on experiential student based manual is a highly visual step by step approach to using Microsoft Visio It assumes that the student has no experience or background with MS Visio software The intent is to leave the student with a solid foundational core to use and to build upon It is a very user friendly manual and is meant for self paced learning with little or no input from an instructor The manual proceeds to take the student through several applied schematic drawings Stencil Shapes Connectors Drawing Toolbar Headers Footers Page Setup Border Template Landscape Undo Copy Paste Rectangle Ellipse Line Border Template Portrait Transparency Line Weight Send to Back And Much More Ken McKee has taught math statistics and computer software at a technical college in northern Alberta Canada for 30 years

Visio 2010 Axzo Press, Jim O'Shea, 2011 This ILT Series course builds on the concepts and skills taught in Visio 2010 Basic Students will learn how to work with layers create custom shapes themes stencils and templates and create business and project management diagrams They will also learn how to integrate Visio with other Office programs and create software and database diagrams

The Art of Integrating Strategic Planning, Process Metrics, Risk Mitigation, and Auditing J.B. Smith, 2016-03-08 The author's lessons learned during more than 25 years of hands on quality management experience in environments including manufacturing medical devices military aerospace automotive and logistics are condensed in this

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initiation of improvement initiatives This model allows easy connection and interchangeability of the multiple standards even under rapid system changes typical of modern day operations This will allow you to focus on compliance verification and improvement at a high level of consistency with minimum process disruption and cost Emphasis is not only on compliance but also on improvement partnership with operations through the use of strategy models These strategy models help accentuate the internal audit role as a dynamic element and catalyst for improvement Real life based challenges are used in case studies to demonstrate the application of typical internal audit methodologies combined with an implementation engine such as Lean auditing strategies This will clarify theories that are commonly viewed as abstract by the novice and misunderstood by experienced professionals This is the breakthrough from a dormant internal audit program into a proactive tool for added value improvement Lean methodology is integrated through simple models and the focus is using logical sense to understand and apply the concept

The book delves into Visio 2010 Manual. Visio 2010 Manual is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Visio 2010 Manual, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 1: Introduction to Visio 2010 Manual
 - Chapter 2: Essential Elements of Visio 2010 Manual
 - Chapter 3: Visio 2010 Manual in Everyday Life
 - Chapter 4: Visio 2010 Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Visio 2010 Manual. This chapter will explore what Visio 2010 Manual is, why Visio 2010 Manual is vital, and how to effectively learn about Visio 2010 Manual.
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4. In chapter 3, this book will examine the practical applications of Visio 2010 Manual in daily life. The third chapter will showcase real-world examples of how Visio 2010 Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Visio 2010 Manual in specific contexts. This chapter will explore how Visio 2010 Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Visio 2010 Manual. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Visio 2010 Manual.

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Table of Contents Visio 2010 Manual

1. Understanding the eBook Visio 2010 Manual
 - The Rise of Digital Reading Visio 2010 Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Visio 2010 Manual
 - 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 Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Visio 2010 Manual
 - Personalized Recommendations
 - Visio 2010 Manual User Reviews and Ratings
 - Visio 2010 Manual and Bestseller Lists
5. Accessing Visio 2010 Manual Free and Paid eBooks
 - Visio 2010 Manual Public Domain eBooks
 - Visio 2010 Manual eBook Subscription Services
 - Visio 2010 Manual Budget-Friendly Options
6. Navigating Visio 2010 Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Visio 2010 Manual Compatibility with Devices
 - Visio 2010 Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Visio 2010 Manual
 - Highlighting and Note-Taking Visio 2010 Manual
 - Interactive Elements Visio 2010 Manual
8. Staying Engaged with Visio 2010 Manual

- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Visio 2010 Manual
9. Balancing eBooks and Physical Books Visio 2010 Manual
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Visio 2010 Manual
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Visio 2010 Manual
- Setting Reading Goals Visio 2010 Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Visio 2010 Manual
- Fact-Checking eBook Content of Visio 2010 Manual
 - 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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