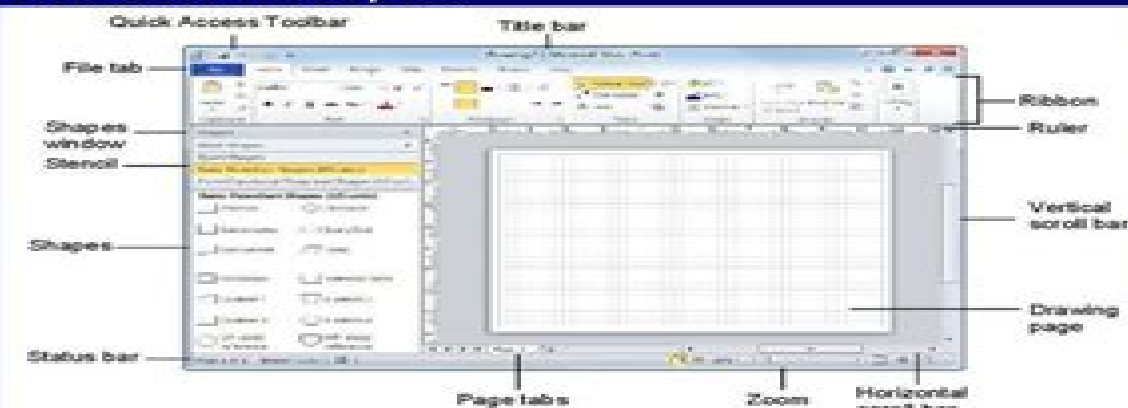


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Visio 2010 Workspace



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 Instruction Manual

Kimberly McKay



Visio 2010 Instruction Manual:

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of the built in OptQuest optimization **Pro SharePoint 2010 Disaster Recovery and High Availability** Stephen Cummins, 2012-01-23 Few IT professionals take the time to learn what needs to be known to do disaster recovery well Most labor under the pretense that good administration equals close to five nines uptime Most technical people do not see the value of planning for disasters until the unexpected has already happened and the effects of a disaster involving a SharePoint farm which today houses business information line of business applications sensitive information extranets and other highly important assets can be staggering Pro SharePoint 2010 Disaster Recovery and High Availability will take you through a step by step process to show how to build an awareness and reaction plan for the inevitable With a focus on real world experiences and war stories author Stephen Cummins weaves an expert tale of woe response and offers you Ways to see the warning signs of disaster and ways to avoid it Ways to respond to a disaster while it is happening Perhaps most importantly how to develop a plan to deal with disaster when it inevitably does happen **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 **SharePoint 2010 For Dummies** Vanessa L. Williams, 2012-06-13 Here s the bestselling guide on SharePoint 2010 updated to cover Office 365 SharePoint Portal Server is an essential part of the enterprise infrastructure for many businesses The Office 365 version includes significantly enhanced cloud capabilities This second edition of the bestselling guide to SharePoint covers getting a SharePoint site up and running branded populated with content and more It explains ongoing site management and offers plenty of advice for administrators who want to leverage SharePoint and Office 365 in various ways Many businesses today rely on SharePoint Portal Server to aggregate SharePoint sites information and applications into a single portal This updated edition covers the enhanced cloud capacities of Office 365 and Microsoft SharePoint Online Shows how to use SharePoint to leverage data centers and collaborate with both internal and external customers including partners and clients Covers getting a site up and running populating it with content

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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 **Microcontroller**

Programming and Interfacing TI MSP 430 PART I Steven F. Barrett, Daniel J. Pack, 2022-11-10 This book provides a thorough introduction to the Texas Instruments MSP430 microcontroller The MSP430 is a 16 bit reduced instruction set RISC processor that features ultra low power consumption and integrated digital and analog hardware Variants of the MSP430 microcontroller have been in production since 1993 This provides for a host of MSP430 products including evaluation boards compilers and documentation A thorough introduction to the MSP430 line of microcontrollers programming techniques and interface concepts are provided along with considerable tutorial information with many illustrated examples Each chapter provides laboratory exercises to apply what has been presented in the chapter The book is intended for an upper level undergraduate course in microcontrollers or mechatronics but may also be used as a reference for capstone design projects Also practicing engineers already familiar with another microcontroller who require a quick tutorial on the microcontroller will find this book very useful **Microcontroller Programming and Interfacing TI**

MSP430 Steven Barrett, Daniel Pack, 2011-03-02 This book provides a thorough introduction to the Texas Instruments MSP430 microcontroller The MSP430 is a 16 bit reduced instruction set RISC processor that features ultra low power consumption and integrated digital and analog hardware Variants of the MSP430 microcontroller have been in production since 1993 This provides for a host of MSP430 products including evaluation boards compilers and documentation A thorough introduction to the MSP430 line of microcontrollers programming techniques and interface concepts are provided along with considerable tutorial information with many illustrated examples Each chapter provides laboratory exercises to apply what has been presented in the chapter The book is intended for an upper level undergraduate course in microcontrollers or mechatronics but may also be used as a reference for capstone design projects Also practicing engineers already familiar with another microcontroller who require a quick tutorial on the microcontroller will find this book very useful *Visio 2010 Courseware* Kimberly McKay, 2011 Advanced aspects of Microsoft's 2010 diagramming program which uses the ribbon interface This manual will teach how to use callouts containers and layers how to add finishing touches to your diagram and how to create popular types of diagrams **Cinematic Articulation in Motion Graphics** Michael

Betancourt, 2021-09-16 This book develops a critical and theoretical approach to the semiotics of motion pictures as they are

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