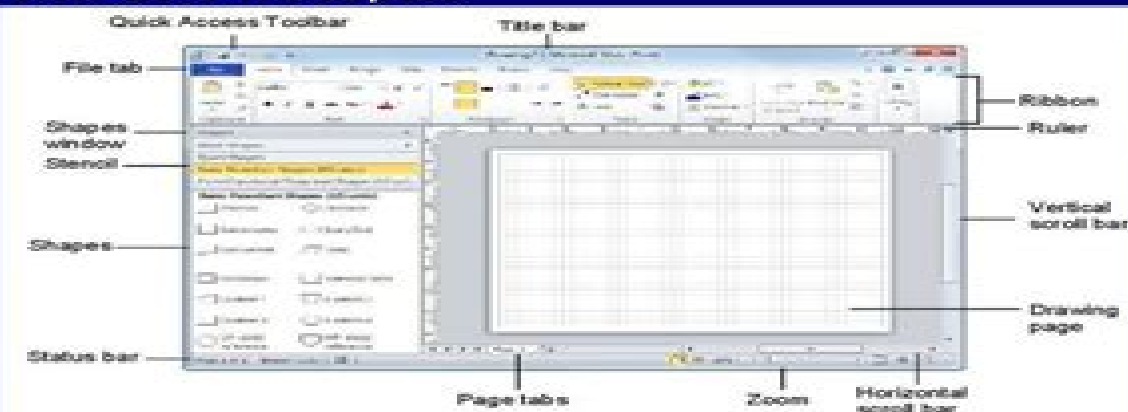


# Microsoft® Visio 2010 Quick Reference Card

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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> + <F1>**. 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	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Close File	<b>&lt;Ctrl&gt; + &lt;F4&gt;</b>
New Drawing	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Cascade	<b>&lt;Alt&gt; + &lt;F7&gt;</b>
Full Screen	<b>&lt;F5&gt;</b>
Print	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Print Preview	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Display Help	<b>&lt;F1&gt;</b>
Save	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>

### Drawing

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

### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Duplicate	<b>&lt;Ctrl&gt; + &lt;D&gt;</b>
Redo	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Repeat	<b>&lt;F4&gt;</b>
Find	<b>&lt;Ctrl&gt; + &lt;F&gt;</b>
Spelling	<b>&lt;F7&gt;</b>

### Formatting Text

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italic	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Double Underline	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;D&gt;</b>
Small Caps	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;K&gt;</b>

# Visio 2010 Manual

**Norm Warren, Mariano Neto, John  
Campbell, Stacia Misner**



## **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

**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

**Visio 2010 Courseware** Kimberly McKay, 2010 Microsoft's 2010 diagramming program uses ribbon interface The foundation level is intended to help all novice computer students get up to speed quickly as well as experienced users who have little to no experience with Visio and/or the ribbon interface

**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

book to provide reference material to both beginners and seasoned professionals in the development and sustainability of an effective quality and operational system. Experiences shared in this book include the design from ground zero to deployment risk mitigation and maintenance of quality standards such as ISO 9001 AS9100 ISO TS 16949 TL 9000 FDA GMP and C TPAT standard and Lean Six Sigma principles. The main focus of this book is to promote the use of the internal auditing tool as a feedback mechanism not only for compliance verification but also for the measurement and enhancement of the system's effectiveness. The catalysts for this goal are Auditing beyond compliance to include identification of improvement opportunities. Use of process metrics as feedback mechanism in the discovery of hidden factories and risks. Concepts and models discussed in this book are clearly illustrated using anonymous real life examples encountered in day to day operations. These examples include lessons learned associated with compliance continuous improvement and techniques in the conversion of performance metrics as process indicators savings generators and risk mitigation. The examples and models are simple and easy to understand accompanied with templates for quick application on the creation of problem statements root cause analysis methods and design of action plans with measurement of success. Workshop modules for training the trainers are included in this book with practical hands on exercises on the different tools associated with problem solving development of process metrics for risk mitigations and auditing.

*Microsoft Visio 2016 Step By Step* Scott A. Helmers, 2015-12-16 The quick way to learn Microsoft Visio 2016 This is learning made easy Get more done quickly with Visio 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Get results faster with starter diagrams Diagram processes organizations networks and datacenters Add styles colors and themes Enhance diagrams with data driven visualizations Link to external data sources websites and documents Add structure to diagrams with containers lists and callouts Validate flowchart swimlane and BPMN diagrams Collaborate and publish with Visio Services and Microsoft SharePoint 2016 Look up just the tasks and lessons you need

**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 branding it and managing the site long term Administrators and small business website managers will find SharePoint 2010 For Dummies 2nd Edition gives them the information they

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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

## Visio 2010 Manual Book Review: Unveiling the Magic of Language

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