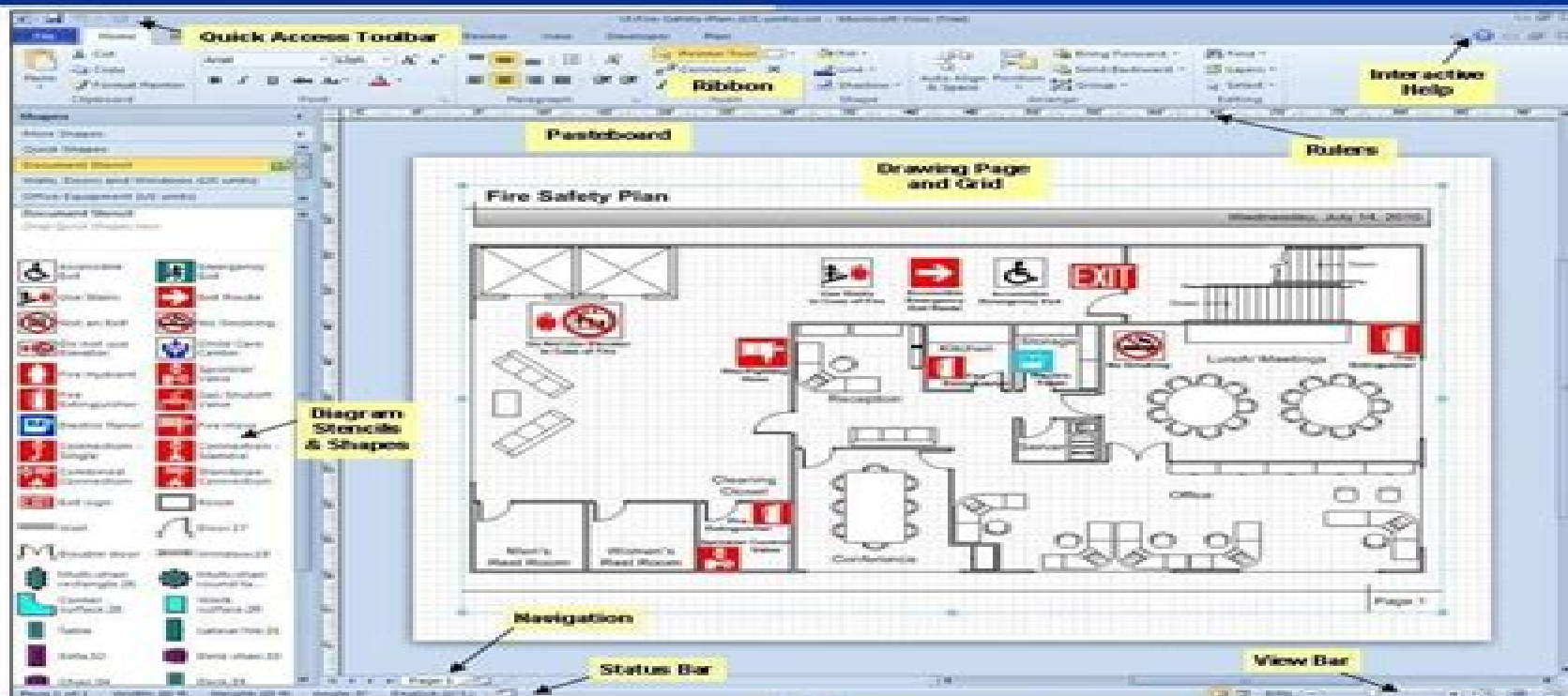


MICROSOFT® VISIO® 2010

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

Susan Ireland



Microsoft Visio 2010 Quick Reference Guides:

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

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 Using Microsoft Visio 2010, Enhanced Edition Chris Roth, 2011-10-07 This USING Microsoft Visio 2010 book is enhanced with over 5 hours of FREE step by step VIDEO TUTORIALS and AUDIO SIDEBARS Microsoft Visio 2010 is a versatile application for creating rich and diverse diagrams With Visio you can create an astonishing variety of visualizations that span a vast number of subjects disciplines and professions USING Microsoft Visio 2010 is a media rich learning experience designed to help new users master Microsoft Visio 2010 quickly and get the most out of it fast EVERY chapter has multiple video and audio files integrated into the learning material which creates interactive content that works together to teach everything mainstream Microsoft Visio 2010 users need to know You ll Learn How to Create a Simple Flowchart and Understand Visio 2010 Editions Work in the Visio Drawing Window Navigate the Template Gallery and Work Around the Visio Diagram Create Specific Types of Diagrams Organize and Annotate Diagrams Connect Align Arrange and Lay Out Shapes Work with Individual Shapes and Data Print Various Documents Drawings and Materials Share Publish and Export Visio Diagrams Examples of Topics Covered

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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

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

MCTS Microsoft SharePoint 2010 Configuration Study Guide James Pyles, 2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training Microsoft SharePoint claims over half the

market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification

SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct *MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams* Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it **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

SharePoint 2010 Field Guide Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2010-01-31 Hands on solutions for common SharePoint 2010 challenges Aimed at the more than 100 million licensed SharePoint 2010 users this indispensable field guide addresses an abundance of common SharePoint 2010 problems and offers proven solutions A team of authors encourages you to customize SharePoint beyond the out of the box functionality so that you can build more complex solutions to these challenges You'll discover intricate details and specific full scale solutions that you can then implement to your own SharePoint 2010 solutions Tackles a variety of SharePoint 2010 problems ranging from simple to complex and offers sound solutions Details the SharePoint object model reviews site provisioning solutions and explores scalable applications Looks at UI design and branding visual web parts and PowerShell Discusses custom global navigation field types content types and list templates SharePoint 2010 Field Guide provides you with the right direction for building solutions to SharePoint 2010 problems

[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

Mastering Microsoft Exchange Server 2010 Jim McBee, David Elfassy, 2010-12-21 A top selling guide to Exchange Server now fully updated for Exchange Server 2010 Keep your Microsoft messaging system up to date and protected with the very newest version Exchange Server 2010 and this comprehensive guide Whether you're upgrading from Exchange Server 2007 SP1 or earlier installing for the first time or migrating from another system this step by step guide

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Pro SharePoint Designer 2010 Steve Wright,David Petersen,2011-10-09 SharePoint 2010 offers developers designers and users a sophisticated intranet web application and Internet site platform But until now SharePoint users have had to painfully edit code or seek developer assistance to customize more than just the most minor parts of their sites All of that has changed with SharePoint Designer 2010 Gain complete control and enhance your SharePoint sites with a depth not previously possible using this book Pro SharePoint Designer 2010 is your soup to nuts reference for unlocking the power of SharePoint Designer Covering everything you ll need to know to create custom rich SharePoint experiences Pro SharePoint Designer 2010 is a masterful guide to getting the most from this powerful application quickly and easily This book starts with a fast paced introduction to the 2010 version of the SharePoint Designer solution including an overview of its features and capabilities Then the authors demonstrate those tools in action in a practical results oriented way showing you how to vastly improve the functionality fit and finish of your SharePoint sites With Pro SharePoint Designer 2010 at hand you ll master the customization of the end user s complete SharePoint 2010 experience and be on your way to enhancing your sites in no time

Office and SharePoint 2010 User's Guide Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment

Facilitated Self-Help Guide Stephen G. Wartel,2023-03-04 The Facilitated Self Help Guide describes a helping model for use by professionals during the challenging times A professionally facilitated model it utilizes technologies like secure videoconferencing to

deliver a range of stress reduction and behavioral health strategies based on cognitive behavioral principles Minimalist in orientation this stepped care model promotes self reliance and builds on resilience Help is assessed by a professional facilitator who collaboratively adapts and designs strategies relying when possible on trying self administered self help first The guide applies the model across a range of presenting issues encountered during these challenging times Illustrated examples flowcharts and protocols are included The guide has a detailed table of contents to aid navigation a glossary and resource list for additional information and extensive referencing to document sources The Facilitated Self Help Guide describes a helping model for use by professionals during the pandemic and beyond A professionally facilitated model it respects social distancing by utilizing technologies like secure videoconferencing to deliver a range of stress reduction and behavioral health strategies based on cognitive behavioral principles and informed by neuroscience breakthroughs like memory reconsolidation Minimalist in orientation this stepped care model promotes self reliance and builds on resilience Help is assessed by a professional facilitator who collaboratively adapts and designs strategies relying when possible on trying self administered self help first The guide applies the model across a range of presenting issues encountered during the pandemic as well as beyond Illustrated examples flowcharts and protocols are included The guide has a detailed table of contents to aid navigation a glossary and resource list for additional information and extensive referencing to document sources

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

Business Intelligence in Microsoft SharePoint

2010 Norm Warren, Mariano Neto, John Campbell, Stacia Misner, 2011-04-15 Dive into the business intelligence BI features in SharePoint 2010 and use the right combination of tools to deliver compelling solutions This practical guide helps you explore several BI application services available in SharePoint 2010 and Microsoft SQL Server 2008 R2 You ll learn each technology with step by step instructions and determine which ones work best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Choose the BI tools that meet your needs and learn how they work together Examine the BI lifecycle from determining key performance indicators to building dashboards Take Microsoft Excel further gain more control and functionality with web based Excel Services Mash up data from multiple sources using PowerPivot for Excel 2010 Create data visualizations with objects context and metrics using Microsoft Visio Services Build dashboards scorecards and other monitoring and analysis tools with PerformancePoint Services Use SharePoint to view BI reports side by side no matter which tools were used to produced them Your companion web content includes Interactive exercises that help you try out concepts or techniques Code samples that enable you to work with the exercises

Metastorm ProVision 6. 2 User Guide Bill Aronson, 2010-05-06 The Metastorm ProVision 6 2 User Guide is the essential reference Packed with tips and tricks that go way beyond what you would expect the book explains how to ask the right questions as well as how to use the program All the new features are described Bill shares his expertise in many areas including simulation strategy and process improvement *The Complete Idiot's Guide to the Perfect Resume, 5th Edition* Susan Ireland, 2010-01-05 Resum revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resum s preparation is different than even a few years ago This new edition has changed with the times focusing on what s most important in an electronic resum full of successful resum samples and cover letters the books also focuses on the key words and phrases that will bring readers resum s to the top of the HR pile More than 100 samples of real life resum s and cover letters many of them new Founded in real life experience without the rigid resum writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens *Microsoft SharePoint 2010 Administration Cookbook* Peter Serzo, 2011-01-01 Over 90 simple but incredibly effective recipes to administer your Microsoft SharePoint 2010 applications with this book and eBook

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