

# Microsoft® Visio® 2016 Quick Reference



## Exploring the Microsoft Visio 2016 Interface

**Backstage view** – Provides access to pages in which you can create, open, save, print, share, and close drawings. You can also display file information, modify settings such as file protection, remove personal information from a drawing, choose publish options (shown below), change Visio options, and connect to services using your Microsoft and Office 365 accounts. Click this button to return to your drawing.

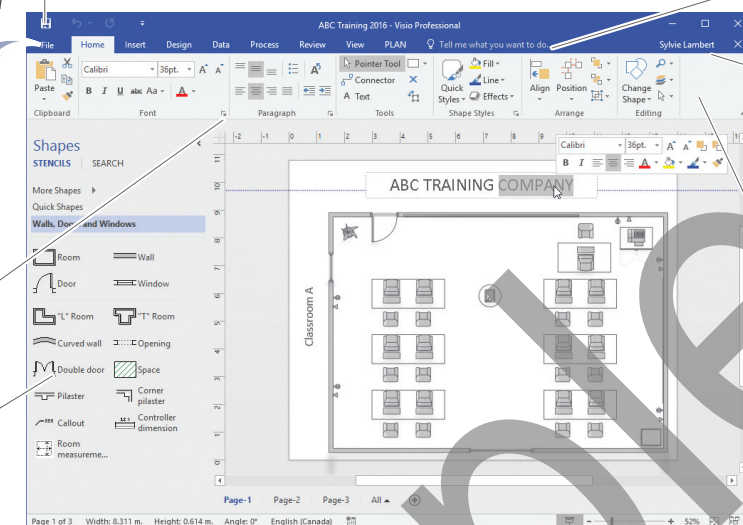
**Quick Access Toolbar** – Provides quick access to button commands you use often. Click the button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.

**Tell Me** – Allows you to apply commands and obtain help. Click and type what you want to do to display a list of related program commands and help topics, then click the desired item.

**Sign in link** – Displays "Sign in" or the user name used to sign in to Office. Signing in provides access to online storage such as OneDrive (Microsoft account), OneDrive for Business, and SharePoint Online (Office 365 account).

**Ribbon** – Contains the commands used to perform tasks. It is organized into tabs, groups, and buttons (representing Visio commands). To select Ribbon commands using the mouse, point to the desired items and click.

To select Ribbon commands using the keyboard, press the **ALT** key followed by the letter or number key associated with the desired tab and/or commands. See the "Contextual tabs", "Template-based tabs", and the "Developer tab" topics below for additional information.



**Shapes window** – Shows currently open stencils (collections of related shapes). Drag shapes from their stencils to the drawing area to create drawings, or to the pasteboard for easy access.

**Dialog Box Launcher** – Click a Ribbon group's **Dialog Box Launcher** button (where available) to open a dialog box for access to additional functionality associated with that group.

**Mini toolbar** – Appears automatically above selected text or objects, and provides access to frequently used character, paragraph, and object formatting commands.

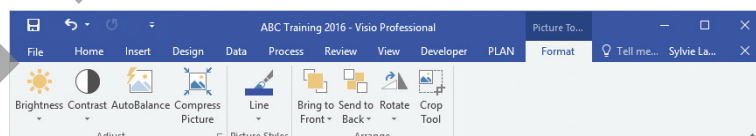
Selected text - mini toolbar



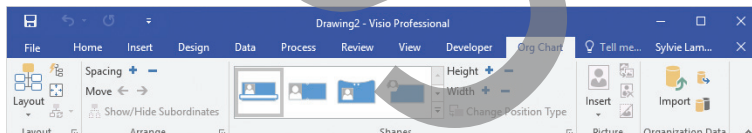
Selected object - mini toolbar



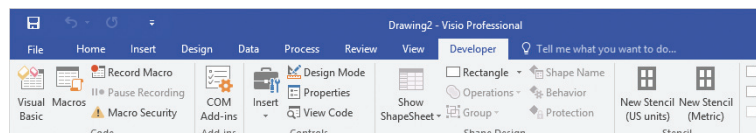
**Contextual tabs** – Appear on the Ribbon when certain kinds of drawing objects are selected, providing tools specific to working with those objects. The **Picture Tools** tab and **Format** sub-tab appear if a picture is selected, for example.



**Template-based tabs** – Some tabs appear only when you are working on drawings based on specific templates, *Brainstorming*, *Timeline*, *Calendar*, *Plan*, *Gantt Chart*, and *Org Chart* templates, for instance.



**Developer tab** – The Developer tab sounds like something for advanced users only and is disabled by default; but has features for regular users as well.



## Featured Objectives

### PAGE 1, 2, & 3

#### Exploring the Microsoft Visio 2016 Interface

- Learn about the Visio 2016 user interface, including its screen components and how to use them.

#### Getting Started

- Learn how to launch and close Visio 2016; sign in and out of Office 2016; and how to open, create, save, close, and print drawings.

#### Viewing Drawings

- Learn how to change the zoom level and use the Pan & Zoom task pane window.

#### Drawing and Editing Shapes

- Learn how to select, delete, move/copy, resize, and rotate shapes; use rulers, guides and the grid; and access the Snap & Glue dialog box.

### PAGE 4, 5, & 6

#### Arranging Shapes

- Learn how to align, distribute, rotate and flip, reorder, group, and ungroup shapes.

#### Formatting Shapes

- Learn how to apply themes, colors, patterns, and effects.

#### Working with Text

- Learn how to add text to shapes, edit text, format and arrange text blocks, as well as find and replace text.

#### Connecting Shapes

- Learn how to use connector shapes and glue settings to link shapes in a flow process or organizational chart.

### PAGE 7 & 8

#### Working with Layers

- Learn how to work with layers and use layer properties.

#### Formatting Drawing Pages

- Learn how to add headers and footers, as well as how to create and assign backgrounds and background pages.

#### Working with Stencils

- Learn how to use the Shapes window to manage stencils; and build custom stencils by copying and pasting master shapes.