

Microsoft® Visio® 2010 Quick Reference



Exploring the Microsoft Visio 2010 Interface

Microsoft Office Backstage view — Click the **File** tab to open the Backstage view where you can save, open, close, print, and share a drawing, as well as begin a new drawing based on a template of your choice. You can also inspect and change a drawing's metadata, access its autosaved drafts, change system settings, obtain Help, and exit Microsoft Visio 2010.

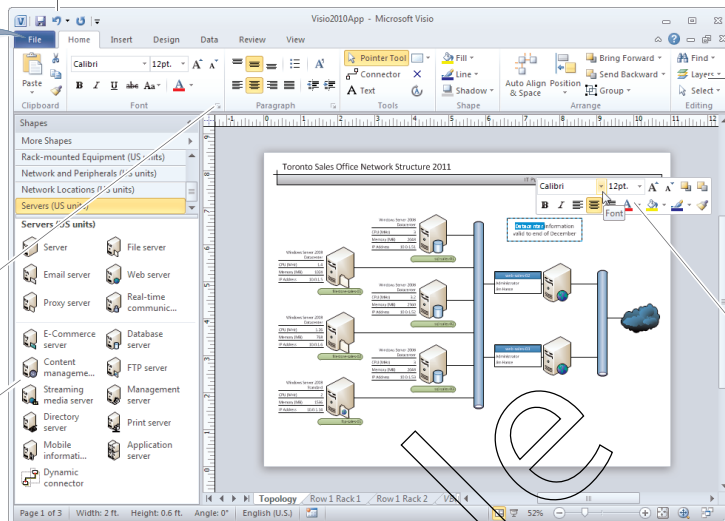
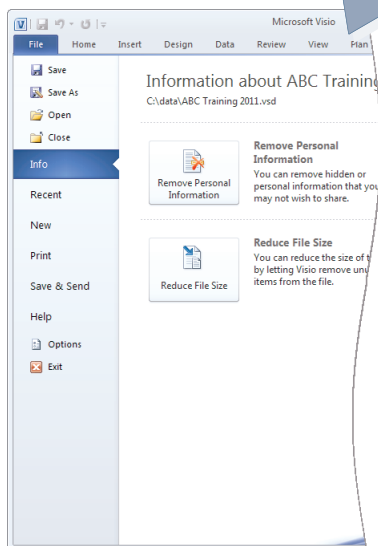
Quick Access Toolbar — Used to provide quick access to button commands you use often. Click the button to access the drop-down menu so that you can select or deselect commands to be shown or hidden, or select **More Commands** to further customize the Quick Access Toolbar.

Ribbon — Used as the primary means of selecting commands. The Ribbon is organized into tabs, groups, and buttons (representing Visio commands). You can select Ribbon items with the mouse or keyboard. To use the keyboard:

1. Press the **ALT** key followed by the letter or number key associated with the desired tab or command, e.g., press **H** to select the **Home** drawing tab.
- If required, press the next indicated key(s) to select a command.
- If required, press **ESC** to back up or cancel the keyboard selection of command.

See the **"Contextual tabs"** topic below for additional information.

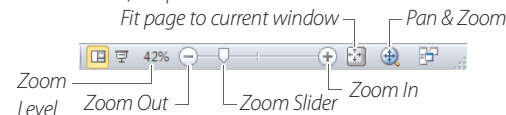
Mini Toolbar — A small floating toolbar that appears automatically above selected text, providing access to common formatting commands.



Shapes pane — Shows the currently open stencils (containers of related shapes). Drag shapes from their stencils onto the drawing area to create your drawing or onto the pasteboard for easy access.

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

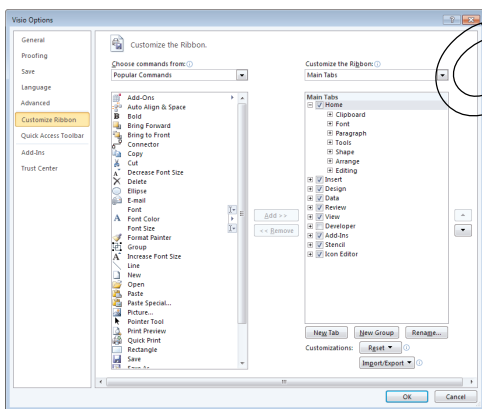
Zoom controls — located in the Status bar allow you to change the zoom level, or open the Pan & Zoom window for added features.



More Ribbon Details

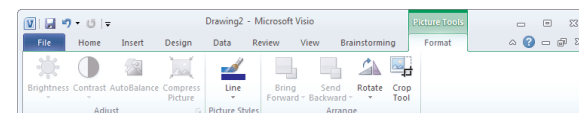
Customizing the Ribbon

1. With the Backstage view open, select **Options > Customize Ribbon**.

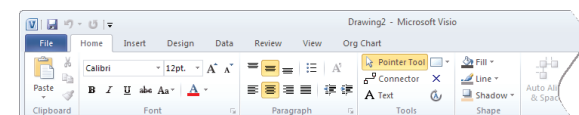


- To show or hide Ribbon tabs, enable or disable the appropriate check boxes in the **Main Tabs** list.
 - To create a new tab, click the **New Tab** button to insert it (after the currently selected tab).
 - To create a new group, select the tab in which it is to be created and click the **New Group** button.
 - To rename a tab or a group, with the item selected, click the **Rename** button and type the new name.
 - To add commands to a group, select the desired command from the **Choose commands from** list, and then click the **Add** button.
 - To restore the Ribbon to its default configuration, click the **Reset** button, and select **Reset all customizations**.
2. Click **OK** when finished.

Contextual tabs — Appear on the Ribbon in addition to standard tabs when certain drawing elements are selected. For example, when a picture or image is selected, the **Picture Tools** contextual tab and its **Format** sub-tab appear.



Other tabs (similar to contextual) appear when particular drawing templates are open. Such templates include **Brainstorming**, **Calendar**, **Gantt Chart**, **Plan**, and **Org Chart** as shown below.



Featured Objectives

PAGE 1

Exploring the Microsoft Visio 2010 Interface

- Learn about the Visio 2010 user interface and screen components, including Ribbon, Ruler, and Status Bar features.

PAGES 2

Getting Started

- Learn how to start and exit Microsoft Visio 2010, as well as how to create, open, save, preview, print, and close drawings, and access Help.

Viewing Drawings

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

Drawing and Editing Shapes

- Learn how to draw and edit shapes, including selecting, deleting, moving and copying, and resizing, as well as learning how to manage shapes using the Size & Position task pane window, displaying and hiding rulers and grid, adding and deleting guides, and accessing the Snap & Glue dialog box.

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Formatting and Arranging Shapes

- Learn how to format shapes by applying themes, line and fill colors and patterns, and shadows, and learn how to arrange shapes, including aligning, distributing, rotating and flipping, reordering, grouping, and ungrouping.

Working with Text

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

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Connecting Shapes

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

Working with Layers

- Learn how to organize shapes into layers and use layer properties.

Formatting Drawing Pages

- Learn how to add headers and footers.