

Visio 2007 Introduction

In this 2007 year documents are drawing files (.VSDX) and are positioned in the main area of your screen. Visio 2007 shapes that usually appear on the left side of the screen, with various icons  in the ribbon. There is a ribbon Master Shapes, shows that you can drag onto your page and connect. Templates (VSTX) are general combinations of shapes with icons that can be used as a master from which to create new documents.

Creating a New Document

- 1. If creating a new document, click the **FILE** tab on the left side (VSDX) is a template in the **SHAPES** ribbon area, in the middle of the screen. Review the template description on the right, and click **CREATE** from the previous area.
- 2. If there is a template, click the **NEW** button  (clicking the button or pressing <Ctrl><N> immediately creates a new document based on the current template. (Clicking) the drop-down arrow shows a list of other templates you can choose.

Adding Shapes to a Drawing

1. Display the desired drawing (drawing) in the ribbon. To open a new stencil, use the **Shape Stencil** button or choose **FILE**, **OPEN**.
2. Drag the desired shape to the drawing page. If prompted, supply the information required to complete the shape.

Selecting Multiple Shapes

The **Pointer Tool**  is used to select shapes.

The **Shape Stencil**  provides different ways of using it.

- **Bring New Shapes**  (drag) moves adjacent shapes to select them.
- **Bring New Shapes**  shows a collection from around shapes, from their adjacent area, to select them.
- **Click** the first shape, hold <Ctrl>, and **Click** other shapes to sequentially <Click> (click) shapes for selection area.
- To select multiple shapes without using the keyboard, **Click** **Multiple Select** , and **Click** the shapes. Choose **Multiple Select** again to turn the feature off.
- Press <Ctrl><A> to select all shapes on the page. Note: The primary selected shape has a thick gray border. The primary shape is important for aligning and distributing shapes. Other shapes have the regular default outline. A thin green dashed line surrounds all selected objects.

Adding/Editing Text on a Shape

Use the **Text Tool** to add text on a shape or to (drag) it to a text to enter text.

1. Select the desired shape.
2. **Click**  or press <Ctrl><T> and type.
3. **Click** outside the shape or press <Esc> to finish.
- Use the **Shape Click**  most shapes to enter text, or press (click) them and begin typing.
- The **Text Block Tool**  under the **Text Tool** allows text manipulation of text blocks associated with shapes. The **Format Text**  on the **Action** toolbar, only allows a 90 degree rotation.

Formatting Shapes

Format: Fill Color Line Pattern Shadow Effects
  

1. Select the shape(s).
2. **Click** the appropriate button shown above, or choose options from their drop-down lists. If buttons are not displayed, use **HOME**, **FORMAT** screen on the ribbon, you need, e.g. **Formatting and Format** Shapes.

Using Themes

The **Themes** to quickly apply consistent formatting to your entire document. **Theme Colors** are used to change the color scheme of the document. **Theme Effects** are used to change shape icons, such as borders and connectors.

1. **Click** the **Themes** icon  to display the **THEME** task pane.
2. To select **Theme Colors**, **Click**  on the task pane. **Click** the desired color theme from the **APPLY THEMES COLORS** area.
3. To select **Theme Effects**, **Click**  on the task pane. **Click** the desired theme effect from the **APPLY THEMES EFFECTS** area.
- To create a new theme color or theme effect, **Click** the **NEW THEME** link at the bottom of the task pane.

1-D vs. 2-D Objects

- A 1-D object is a connected shape. 1-D objects are used to connect one shape to another, such as lines, arcs, a connector. 1-D objects do not have to be straight lines. Connect 1-D objects, e.g. the **Drawing Connector**  (drag) connects two shapes around obstacles.
- A 2-D object is a shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a worksheet.

Moving Shapes

1. Select the shape(s) to move.
2. **Drag** the selection or press the arrow keys on the keyboard to change the selection in any direction.
- If lines dashed from connector from the shape, the **Dynamic Grid** is providing guidance for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Ctrl> while (dragging) constrains movement to a vertical or horizontal direction.

Copying Shapes

- Use **Ctrl** and **Ctrl** commands in the **Ctrl** menu.
- Press <Ctrl> while (dragging) to create a duplicate.
- Select a shape to duplicate and choose **Ctrl**, **Copy**, **Ctrl**, or press <Ctrl><C>.

Resizing Shapes

- 1-D **Drag** the endpoints in the new location. **Right** point icon  (drag) icon . Many complex 1-D shapes can be rotated like 2-D shapes. **Drag** the segment endpoints  or vertices  for the line control.

- 2-D **Drag** the corner handles in the new size. 2-D shapes can be moved vertically, horizontally, and diagonally. **Corner** handle icon .

Rotating and Flipping

Rotate and flip buttons on the **Action** toolbar.

- Rotate and flip buttons on the **Action** toolbar.
- 
1. Select the shape(s).
2. **Click** a button, or choose **SHAPE**, **ROTATE** link  or **FLIP**  (click).
- Drag** the **Rotate** handle  to freely rotate the shape.

Aligning Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. **Click**  on the **Action** toolbar or press <Alt><A>. The **ALIGN** **SHAPES** dialog box shows a default combination of **OPPOSITE** and **STANDARD** alignments. **Click** the buttons which match the desired alignment pattern and **Click** **OK**. Alternatively, select an alignment using the drop-down arrow of the **Align** **SHAPES** button.

Distributing Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for distributed shapes.
2. **Click** **Distribute** **SHAPES**  on the **Action** toolbar. The **DISTRIBUTE** **SHAPES** dialog box shows a default combination of **STANDARD** or **STANDARD** distributions. Select a distribution from **Click** **OK**. Alternatively, select a distribution using the drop-down arrow of the **Distribute** **SHAPES** button. The shapes are evenly distributed based on the width or height of the selection.

Opening a Stencil

1. **Click** the **Open Stencil** button  on the **Standard** toolbar or choose **FILE**, **OPEN** to show a list of stencils.
2. Remove the categories for the desired stencil and **Click** its name. To open a stencil on the **Shape** ribbon, choose **FILE**, **SHAPES** <Click> **STENCIL**, and remove the stencil location. **Click** **Click** the desired stencil.

Closing a Stencil

1. In the **Stencil** bar, **Click** the stencil icon  and **Click** **CLOSE**.
2. If saving a stencil for the first time, follow regular saving procedures, then **Click** **MOVE**.

Creating a New Stencil

1. **Click** the **New Stencil** button  on the **Stencil** toolbar. Alternatively, choose **FILE**, **SHAPES**, <Click> **NEW** **STENCIL**.
2. A new blank stencil immediately appears. The  icon indicates it is a stencil.

Adding Your Shapes to a Stencil

1. If necessary, set the stencil to edit mode by **Clicking** the stencil list icon  and choosing **EDIT** . The edit icon appears .
2. **Drag** the desired shape to the stencil. When removed the shape from the drawing, and choose a master shape with a default name tag. **Click** **Click** to the stencil.
3. **Click** **Click** the master shape and choose **Ctrl**, **NAME** (a **SHAPES** **PROPERTIES**).
4. Customize information as desired and **Click** **OK**.

Keyboard Shortcuts	
Go to next page	Ctrl Page Down/Ar
Run page (nothing selected)	Alt+Page
Move selected object(s)	Alt+Page
Move from shape to shape tab	
Move Page (nothing selected)	Shift+Pg
Bring to Front or Back	Ctrl Shift+Pg Up/D
Zoom to 100%	Ctrl Shift+1
Zoom to Whole Page	Ctrl+W
Zoom in	Shift+Ctrl+Left Click or PgUp
Zoom out	Shift+Ctrl+Right Click or PgDn
Rotate left or right	Ctrl+L or R
Flip horizontal or vertical	Ctrl+F or V
Group or Ungroup	Shift+Ctrl+G or U

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Visio 2007 For Dummies John Paul Mueller, Debbie Walkowski, 2011-02-09 Reveal your inner business artist with Visio Turn your ideas into diagrams and drawings with Visio's stencils and templates If you have an idea you want to get down on electronic paper Visio 2007 is for you and so is this book They're both flexible and user friendly Here's how to use Visio to capture ideas from simple to intricate update data in a drawing with a single click add and manipulate text work with connectors and more Discover how to Create business engineering software or network diagrams Format an entire drawing using themes Analyze what if scenarios with PivotDiagrams Produce layered multipage drawings Save drawings to publish on the Web

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[Microsoft Visio 2007 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2007-01-31 Laminated quick reference guide showing step by step instructions and

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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 the product

EBOOK: Using Information Technology Complete Edition Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

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Visualizing Information with Microsoft® Office Visio® 2007 David J. Parker, 2007-06-05 Create and distribute data connected Microsoft Office Visio diagrams and reports Get full details on the powerful features of Microsoft Office Visio 2007 inside this comprehensive volume Written by Visio expert David Parker Visualizing Information with Microsoft Office Visio 2007 demonstrates how to effectively visualize explore and communicate complex business information Learn to use PivotDiagrams Data Graphics and Smart Tags as well as link data to shapes and create meaningful Visio documents and reports Plus you'll get vital security information time saving tips troubleshooting techniques and downloadable macros and code samples Essential Skills for Database Users and Professionals Create shapes and link them to data Summarize and analyze information using PivotDiagrams Use Data Graphics Smart Tags and SmartShapes to reinforce information Generate

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Professional Windows 7 Development Guide John Paul Mueller,2011-01-25 Demystify the move from Windows XP to Windows 7 Professional Windows 7 discusses all of the major new features in Windows 7 describes why the developer would want to use them investigates the user implications of these new features and then shows how to develop applications using them This book focuses on the practical which features does the developer need to know about immediately to gain the most value from Windows 7 The goal is to create a book that doesn t waste a lot of pages on fluff or features that the developer will never use The developer will be able to go to a particular chapter determine what a new technology requires to use and the use the sample application as a basis for moving applications to Windows 7 or to create new applications that use Windows 7 features Describes all the new user interface features and shows how to use them Demystifies the security features that Windows 7 provides Shows how to develop efficient applications that rely on 64 bit techniques and parallel processing Demonstrates the strength of Windows PowerShell and how to create applications for it *Microsoft Visio 2007* Nevada Learning Series Inc,2008 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

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Windows Command Line Administration Instant Reference John Paul Mueller, 2010-09-09 The perfect companion to any book on Windows Server 2008 or Windows 7 and the quickest way to access critical information Focusing just on the essentials of command line interface CLI Windows Command Line Administration Instant Reference easily shows how to quickly perform day to day tasks of Windows administration without ever touching the graphical user interface GUI Specifically designed for busy administrators Windows Command Line Administration Instant Reference replaces many tedious GUI steps with just one command at the command line while concise easy to access answers provide solutions on the spot Provides practical examples step by step instructions and contextual information Quick reference style delivers the commands needed for managing data and the network working with Active Directory performing diagnostics and maintenance and creating batch files and scripts Covers administration for Windows Server 2008 Server Core Windows Server 2008 including R2 and Windows 7 Administrators can get more done in less time with CLI than they can with the standard GUI Compact enough to keep on hand at all times Windows Command Line Administration Instant Reference provides administrators with a convenient fast and simple way to use CLI

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<http://www.frostbox.com/data/book-search/HomePages/weed%20eater%20300%20series%20manual.pdf>

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