

Visio 2007 Introduction

In this 2007 year documents are drawing files (.VSD) 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 another Master Shapes ribbon that you can drag into your page and customize templates (VST) 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** button on the left ribbon (Click) a template in the **TEMPLATES** pane, in the middle of the screen. Review the template description on the right, and (Click) **CREATE** from the previous pane.
- 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 (Clicking) its 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 Lines Select**  shows a selection bar around shapes, with lines adjacent to them, to select them.
- (Click) the first shape, hold <Ctrl>, and (Click) other shapes to individually <Click> (Click) triggers the selection mode.
- To select multiple shapes without using the keyboard, (Click) **Multiple Select** , and (Click) the shapes. Choose **Multiple Select** again to turn this 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 outlines. A thin green dashed line surrounds all selected objects.

Adding/Editing Text on a Shape

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

1. Select the desired shape.
2. (Click) **A**  or press <Ctrl><T> and type.
3. (Click) outside the shape or press <Esc> to finish.
- Use icon (Shape Click)  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**  icon on the **Action** toolbar, only allows a 90 degree rotation.

Formatting Shapes

Format: Fill Color Line Pattern Shadow Style 3D Rotation

Fill Color Line Pattern Shadow Style 3D Rotation

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 **VIEW**, **TOOLBAR** screen on the icon you need, e.g., **Formatting and Format** Shapes.

Using Themes

Use themes to quickly apply consistent formatting to your entire document. Themes 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 **Theme** icon  to display the **THEME** task pane.
2. To select Theme Colors, (Click) **THEME** on the task pane. (Click) the desired color theme from the **APPLY THEMES COLORS** area.
3. To select Theme Effects, (Click) **THEME** 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 **Dynamic Connector**  (Drag) creates the dynamic connector.
- A 2-D object is a shape. 2-D objects are commonly the "main" objects of a drawing, e.g., the boxes on a flowchart.

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 attached from connectors 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 <Alt> commands in the **EDIT** menu.
- Press <Ctrl> while (dragging) to create a duplicate.
- Select a shape to duplicate and choose (Edit), **COPY**, <Ctrl> or press <Ctrl><C>.

Resizing Shapes

- 1-D (Drag) the endpoints to the new location. Right point icon  (or point icon ). Many complex 1-D shapes can be moved like 2-D shapes. (Drag) the segment endpoints  or vertices  to the new control.

- 2-D (Drag) the control handles to the new size. 2-D shapes can be moved vertically, horizontally, and diagonally. Control handle icon .

Rotating and Flipping

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

- Rotate: Rotate Left Rotate Right
- 
1. Select the shape(s).
2. (Click) a button, or choose **SHAPE**, **ROTATE** link, (Click) **Point** (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 opens a custom combination of **OFFICE** 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 opens a custom 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**, **OPEN**, **STENCIL**, and remove the stencil location. (Click) **OK** for 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) **SAVE**.

Creating a New Stencil

1. (Click) the **New Stencil** button  on the **Stencil** toolbar. Alternatively, choose **FILE**, **NEW**, **STENCIL**, and (Click) **OK**.
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) **OK** to the stencil.
3. (Right Click) the master shape and choose (Edit) **NAME** (A **SHAPE** **PROPERTIES**).
4. Customize information as desired and (Click) **OK**.

Keyboard Shortcuts

Go to next page	Ctrl Page Down/Ar
Run page (nothing selected)	Alt+F5
Move selected shape(s)	Alt+F5
Move from shape to shape tab	
Open Page (nothing selected)	Ctrl+F5
Bring to Front or Back	Ctrl Shift+F10
Zoom to 100%	Ctrl Shift+1
Zoom to Whole Page	Ctrl+W
Zoom in	Shift+Ctrl+Left Click or Alt+F5
Zoom out	Shift+Ctrl+Right Click or Alt+Shift+F5
Rotate left or right	Ctrl+L or R
Flip horizontal or vertical	Ctrl+F10 or F11
Group or Ungroup	Shift+Ctrl+G or U

Visio 2007 User Guide

**Seth Bates,Anthony Smith,Roderick
Smith**



Visio 2007 User Guide:

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

shortcuts for how to use Microsoft Office Visio 2007 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 Copying and Resizing Shapes Rotating Flipping Aligning Shapes Distributing Shapes Stencils Opening Closing Creating Saving Adding Shapes to a Stencil Copying Master Shapes to a Stencil Using a Connector from a Stencil Using the Connector Tool Using AutoConnect Applying Static 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 Deleting Reordering Renaming Drawing Windows for Quick Editing Pan and Zoom Drawing Explorer Shape Data Size and Position This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **SharePoint 2007 User's Guide** Tony Smith,Seth Bates,2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions SharePoint 2007 Users Guide Learning Microsoft's Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity **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 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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Micro Saint Sharp User Manual v3_8 Beth Plott,Jake Pearson,Christopher Shaw,Marc Gacy,2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp s intuitive graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3.8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and a updated version of the built in OptQuest optimization

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/About/book-search/HomePages/study%20of%20matter%20review%20sheet%20unit%208.pdf>

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