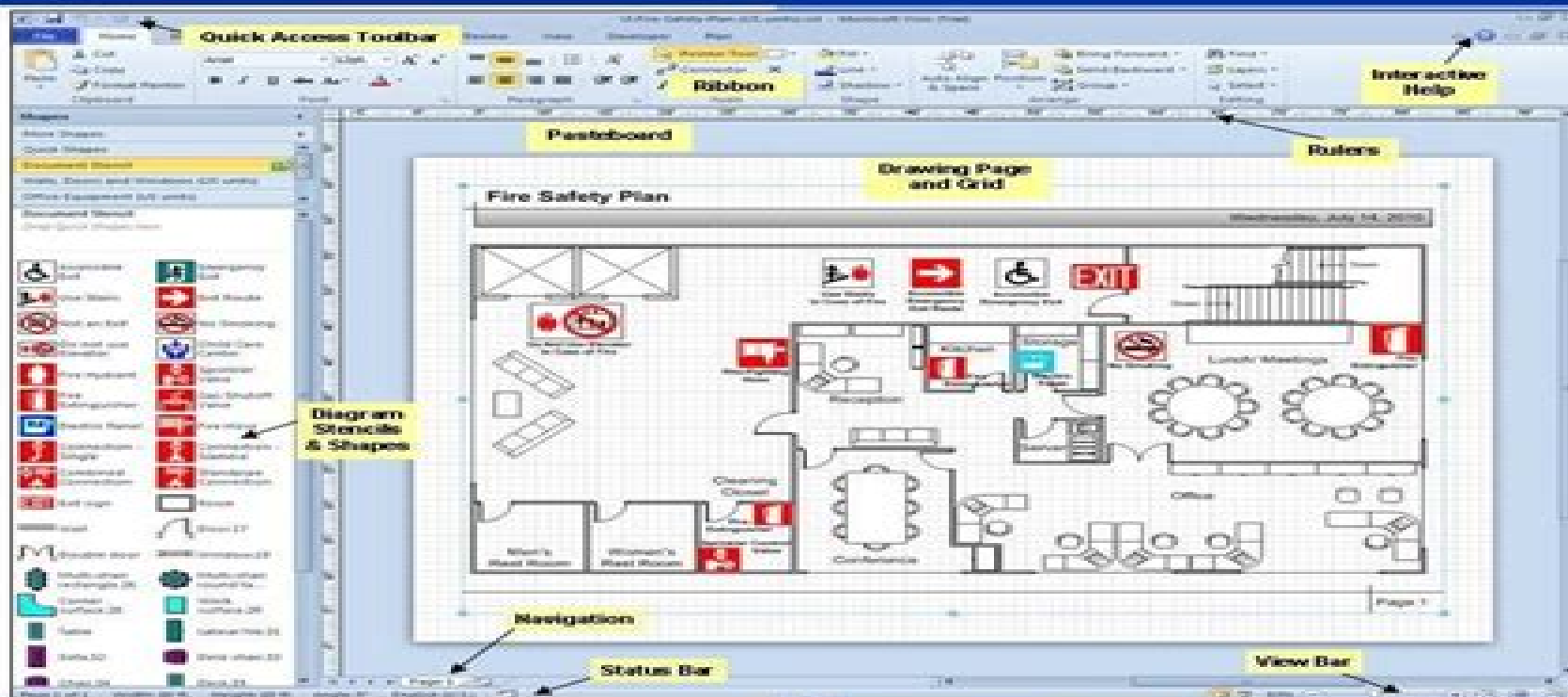


# MICROSOFT® VISIO® 2010

## 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

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## Reviewing **Microsoft Visio 2010 Quick Reference Guides**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Visio 2010 Quick Reference Guides**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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