

CHAPTER 1

InFocus

WPL_V501

GETTING TO KNOW MICROSOFT VISIO

Microsoft Visio 2010 is a graphical and drawing application that helps you to visualise and communicate complex information. With Visio, you can transform complicated text and tables that are hard to understand into Visio diagrams that communicate information at a glance.

Visio provides modern shapes and templates for a diverse range of diagramming needs, such as IT management, process modelling, building and architecture, user interface design, human resource management, project management, and more.

In this session you will:

- ✓ learn how to start **Microsoft Visio 2010**
- ✓ learn how to create a blank drawing from a template
- ✓ gain an understanding of the **Visio** screen
- ✓ gain an understanding of how **Microsoft Visio 2010** works
- ✓ learn how to use the **Ribbon**
- ✓ learn how to use the keytip badges on the ribbon
- ✓ learn how to minimise the ribbon
- ✓ gain an understanding of **Backstage View** in **Microsoft Visio**
- ✓ learn how to access the **Backstage View**
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of how dialog boxes work
- ✓ learn how to launch a dialog box
- ✓ gain an understanding of the **Quick Access Toolbar**
- ✓ learn how to add commands to the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ learn how to customise the status bar
- ✓ learn how to save a new drawing
- ✓ learn how to exit correctly and safely from **Microsoft Visio 2010**.

STARTING VISIO

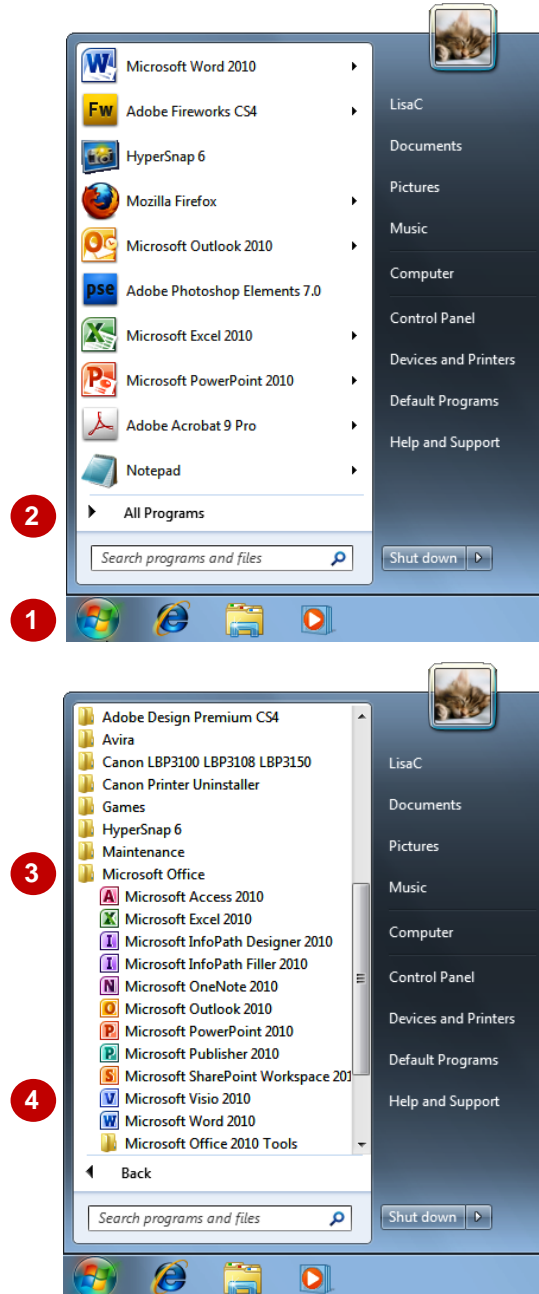
To create a new drawing or to edit an existing one, the first thing you need to do is to **start Microsoft Visio 2010**. There are several ways of doing this. For instance, you can start Visio from

the Windows **Start menu**, from a **shortcut** or even directly from a drawing itself by clicking on a drawing icon. We'll use the **Start** menu in this exercise.

Try This Yourself:

Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen...

- 1 Click on the Windows **Start** button at the bottom left-hand corner of the screen to display the menu
It's a round button with the Windows logo...
- 2 Click on **All Programs**
- 3 Click on **Microsoft Office**
- 4 Click on **Microsoft Visio 2010**
After a moment the Backstage view will open in Visio ready for you to either create a new diagram or open an existing diagram



For Your Reference...

To **start Microsoft Visio**:

1. Click on the Windows **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Visio 2010**

Handy to Know...

You can also start Visio by:

- Double-clicking on a Visio **shortcut**
- Double-clicking on a drawing file icon in **a file listing**
- Choosing a drawing from the **Recent** list on the **Start** menu.

CREATING A NEW DRAWING FROM A TEMPLATE

All new drawings in Microsoft Visio are based on a **template**. Microsoft Visio includes a wide range of templates that you can choose from. The templates are grouped according to type (e.g.

Flowcharts, Maps and Floor Plans etc) and each template is accompanied by one or more stencils. A stencil is a collection of shapes designed specifically for different types of drawings.

Try This Yourself:

Before starting this exercise ensure Visio has started...

1 The New window in the Backstage will be open by default. This contains the templates that you use to start a drawing in the central pane and a preview of the selected template in the right pane...

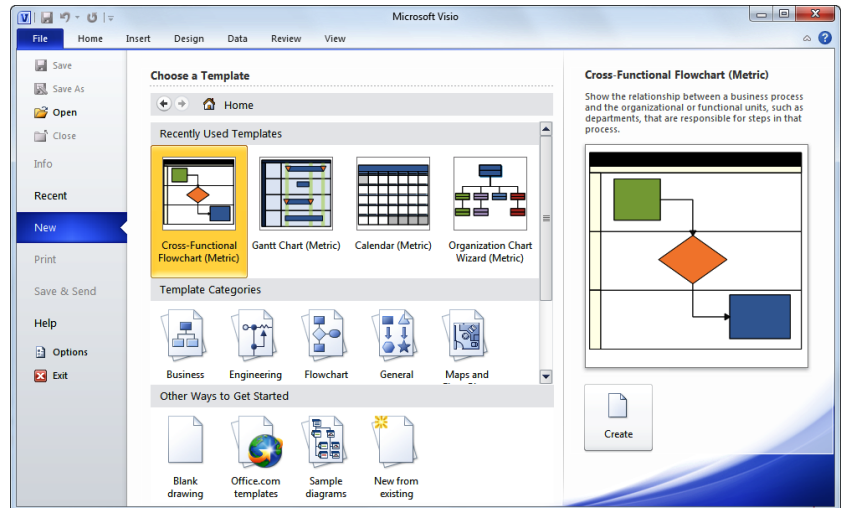
2 Click on **Flowchart** under **Template Categories**

A number of flowchart templates will display under Choose a Template...

3 Ensure that **Basic Flowchart** is selected under **Choose a Template** and that **Metric Units** is selected under the preview pane

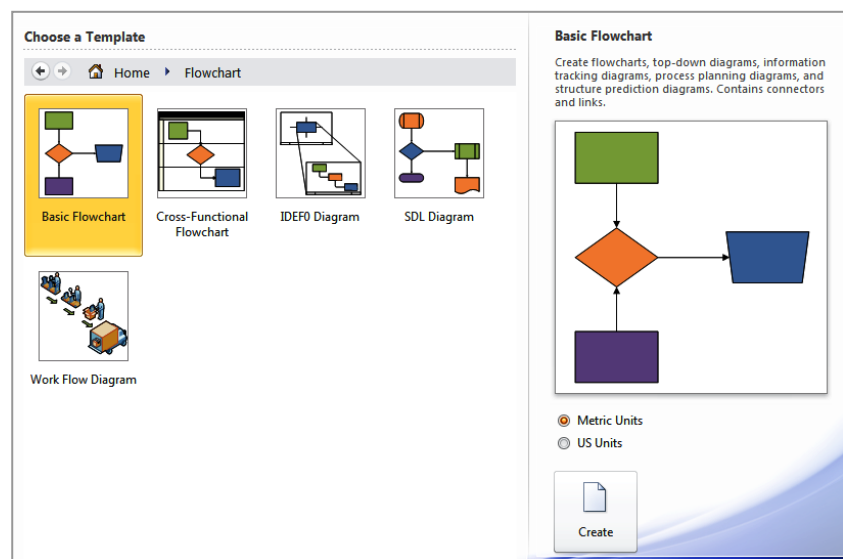
A summary of what you'd use a flowchart for and what is included is shown in the preview pane...

4 Click on **[Create]**
A blank drawing will be created and the Basic Flowchart Shapes stencil will appear on the left side of the screen



1

A brief description of what you can use the selected template is included in the right pane



2

For Your Reference...

To **create** a **blank drawing** from a **template**:

1. Click on the **File** tab and click on **[New]**
2. Click on a **Template Category**
3. Click on a drawing type
4. Click on **[Create]**

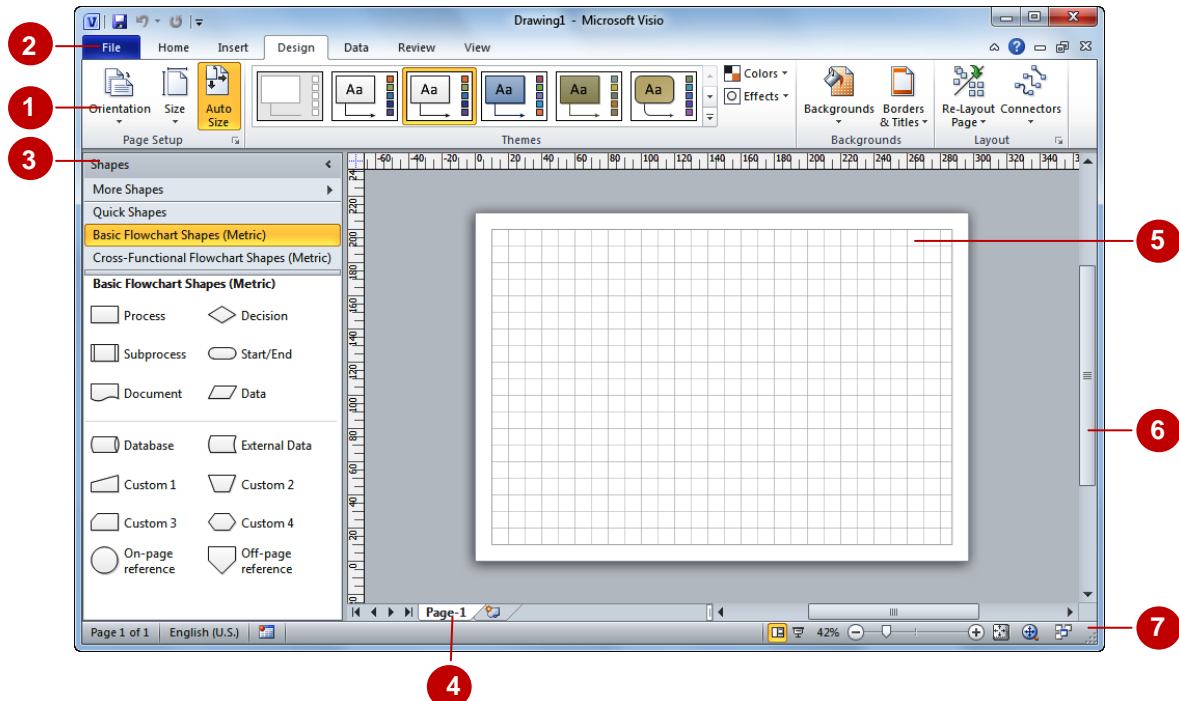
Handy to Know...

- To open a new, blank drawing not based on any template, click on **Blank drawing** under **Other Ways to Get Started** in the **Backstage (New tab)**, then click on **[Create]**.

THE VISIO SCREEN

The **Microsoft Visio 2010 screen** may appear cluttered and overwhelming at first glance. There are, however, three key areas within the screen. These include the Ribbon at the top of the

screen, the drawing page occupying the majority of the screen and the stencil area situated to the left of the drawing page. These areas are examined more closely below.



- 1 The **Ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Visio 2010. Instead of menus, you use the **tabs** on the Ribbon to access the **commands** that have been categorised into **groups**. The commands include **galleries** of options that you can select from, such as the **Themes** gallery shown here.
- 2 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. *Visio Options* are also available so that you can set your working preferences and options for Visio 2010.
- 3 The **Shapes window** displays the stencils that are currently open for the drawing. **Stencils** are palettes of shapes that you can use to create a drawing. The stencils that appear in the **Shapes** window depend on the template on which the drawing is based. For example, the drawing in the sample above was based on the **Basic Flowchart** template and by default, two stencils open for this template: **Basic Flowchart Shapes** (which is open in the **Shapes** window above) and **Cross-Functional Flowchart Shapes** – the **Quick Shapes** stencil is always open in the **Shapes** window. The title bars for the open stencils are shown at the top of the **Shapes** window. Click on a title bar to see the shapes in the stencil.

Clicking on **More Shapes** near the top of the **Shapes** window displays an extensive stencil menu from which you can open and create stencils, search for specific shapes and more.
- 4 A drawing can comprise more than one page and the **page tabs** let you swap between pages. You can add a new page by clicking on the **Insert Page** tab, located immediately to the right of the page tabs.
- 5 The **Drawing Page area** is used to construct your drawing. You can zoom in and out of the page area and set the page dimensions to match the paper size you require.
- 6 The **Scroll bar** indicates your current position in the page. It lets you move to other positions in the page by clicking or dragging. The arrows can also be used to move up and down the page.
- 7 The **Status Bar** appears across the bottom of the window. It displays quite a few options in its default state

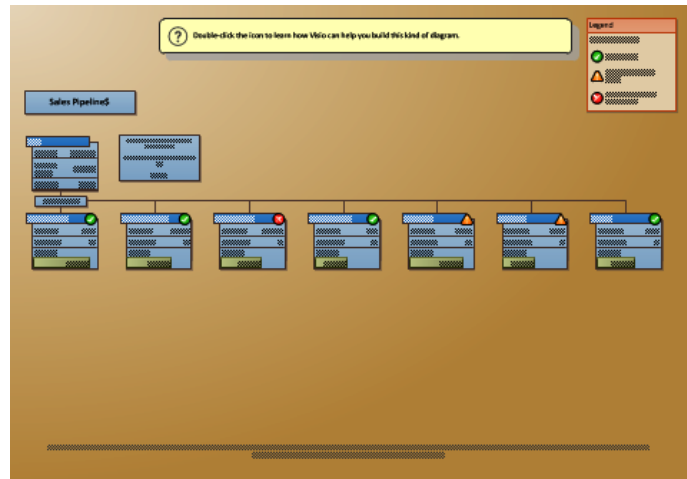
How MICROSOFT VISIO 2010 WORKS

For a new user the Visio 2010 screen may seem tricky – particularly the commands area at the top of the screen. The screen comprises three key areas. The drawing you create is placed on a

page. The data can be manipulated using commands on the **Ribbon**. The page is part of a larger entity known as a file, and everything you do to the file is controlled in **Backstage view**.

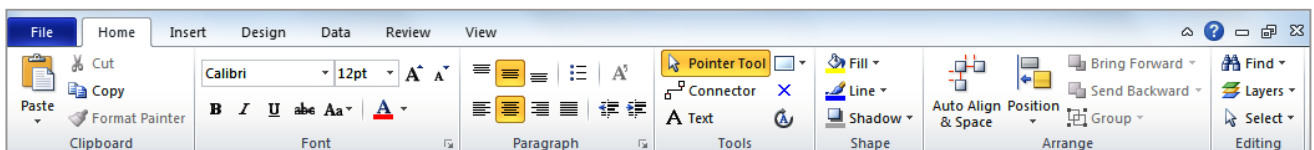
The Drawing Page

You can create a new drawing based on a template. When you select a template, a new blank drawing page will open. The stencils, containing the appropriate shapes for the template, will also open. By dragging the shapes onto the page, you can create a drawing, such as the sample pivot diagram shown to the right.



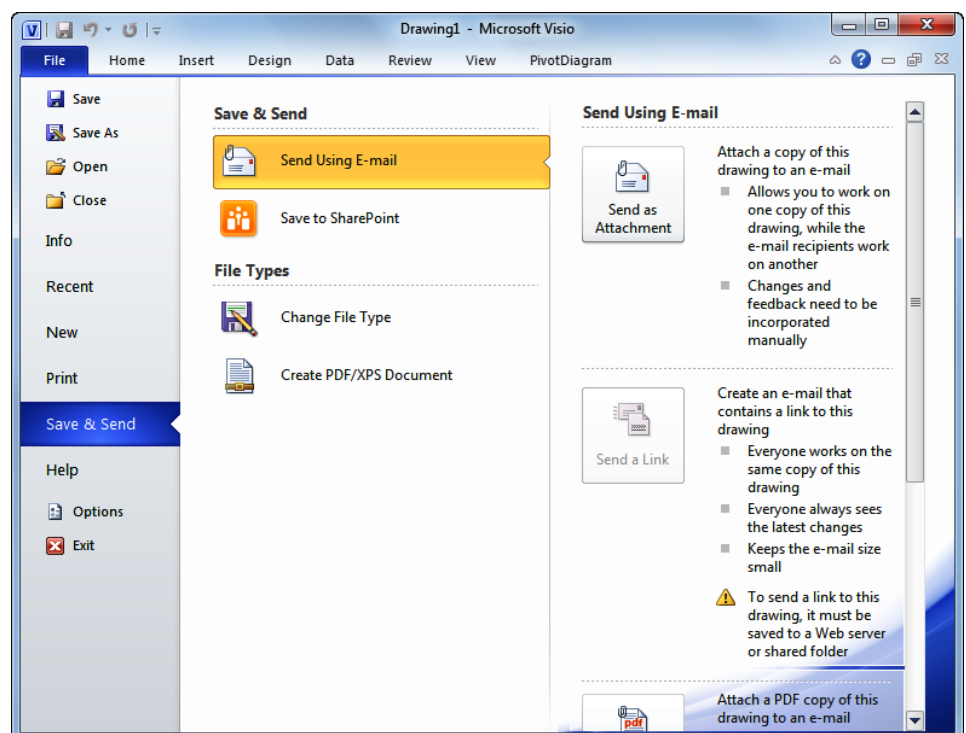
The Ribbon

When you need to do something to the page or to a shape on the page, such as insert an image or format the selected shape, you'll find all of the relevant commands on the **Ribbon**. The **Ribbon** has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with your drawing such as save it so that you can access it again later, preview it, print it, send it to your boss, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft Visio. **Backstage view** is accessed using the **File** tab on the **Ribbon**. Rather than offering you commands on a **Ribbon**, **Backstage** occupies the entire screen and has a series of options down the left side. In our sample to the right, the **Save & Send** option is active, and that is why you can see a series of save and send options on the right side of the **Backstage view**.



USING THE RIBBON

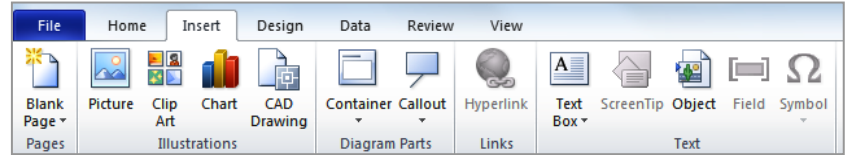
The **Ribbon** is the command centre for Visio. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Visio will be found somewhere on the Ribbon.

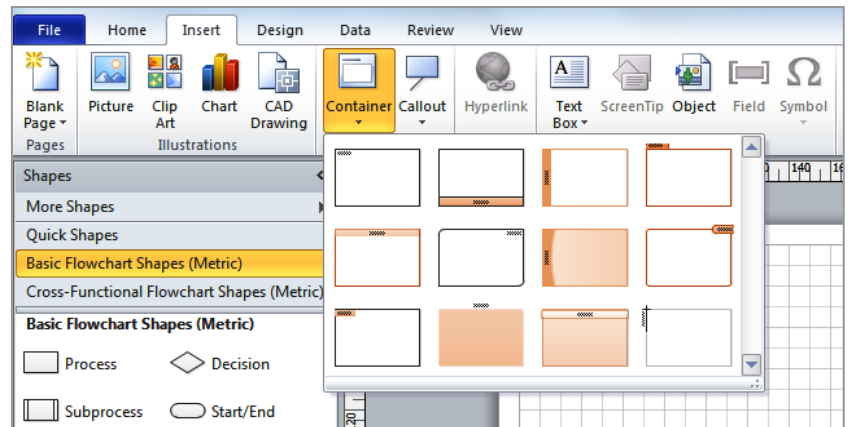
Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

- 1 Examine the groups on the **Home** tab
These contain the most commonly used commands, including copy and paste, font and paragraph formatting, tools and editing...
- 2 Click on the **Insert** tab
The commands on this tab are used to create pages and insert items such as illustrations, diagram parts and text objects...
- 3 Click on **Container** in the **Diagram Parts** group to display the **Container** gallery
This includes 12 containers that you can use to place around selected shapes in the diagram...
- 4 Click on each of the tabs and examine the commands
Some of these open dialog boxes...
- 5 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]** then click on the **Home** tab

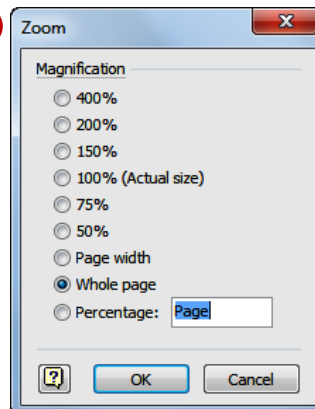


2



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5



For Your Reference...

To **use** the **Ribbon**:

1. Click on a tab to display the commands
2. Click on a tool to activate a command, display a gallery or display a dialog box

Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

USING RIBBON KEYTIPS

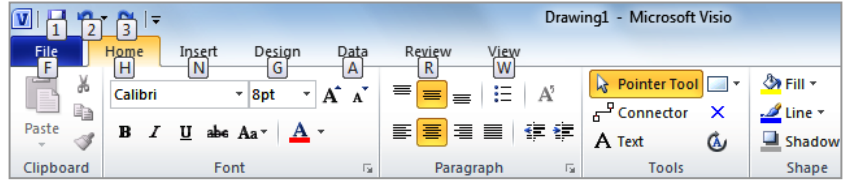
The **Ribbon** is normally accessed with a mouse. However, you can also use the keyboard to access **Ribbon** commands. When you press **Alt**, the letters known as **key tips** or **access keys**,

will appear next to commands on the ribbon. Pressing a key on the keyboard will activate the corresponding command on the **Ribbon** just as if you'd clicked the command with the mouse.

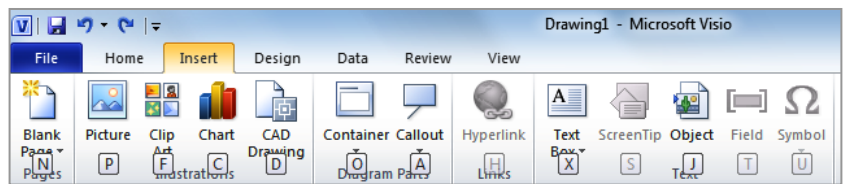
Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

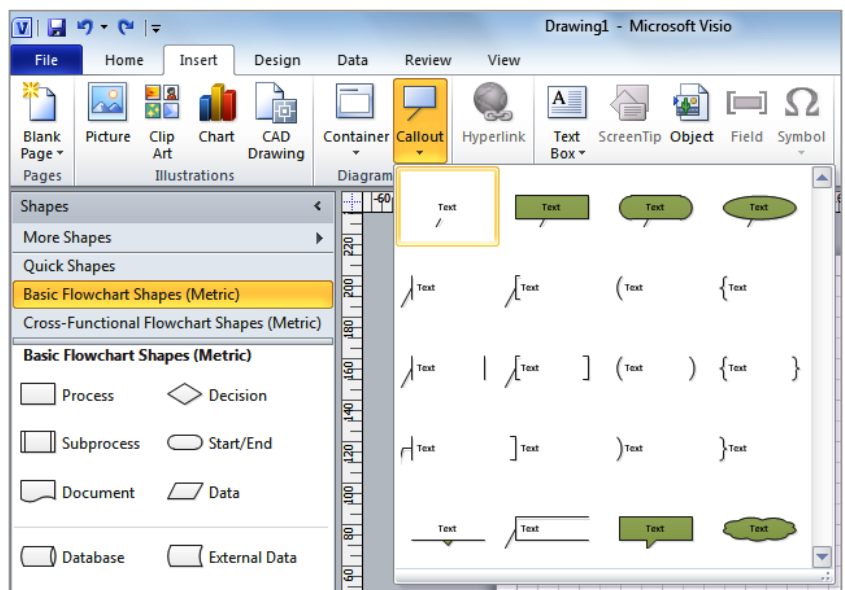
- 1 Press **Alt** to display the **KeyTips**
- 2 Press **N** to activate the **Insert** tab and display the keytips for the **Insert** commands
- 3 Press **A** to display the **Callout** options
*You can use the arrow keys **↑** and **↓** to move through the options...*
- 4 Press **Esc** twice to return to the previous level of access keys
- 5 Press **Tab** several times to cycle through the commands on the **Insert** tab
- 6 Press **Esc** to return to normal mode



1



2



3

For Your Reference...

To **use KeyTips** to access commands:

1. Press **Alt** to display the **KeyTips**
2. Press the letter key of the command or tab that you want to select
3. Press **Esc** to return to normal mode

Handy to Know...

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example, **Ctrl + B** applies bold to selected text.

MINIMISING THE RIBBON

The **Ribbon** at the top of the screen, valuable as it is, does tend to occupy a reasonable amount of space. You can minimise the **Ribbon** so that only the tabs remain visible. You can minimise the

Ribbon as a once-off operation, or have it remain constantly minimised and display full commands only briefly while a tab has been clicked.

Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

1 Click on the **Insert** tab to display the **Insert** commands

2 Double-click on the **Insert** tab to minimise the ribbon

While the tabs stay visible, the rest of the commands are hidden...

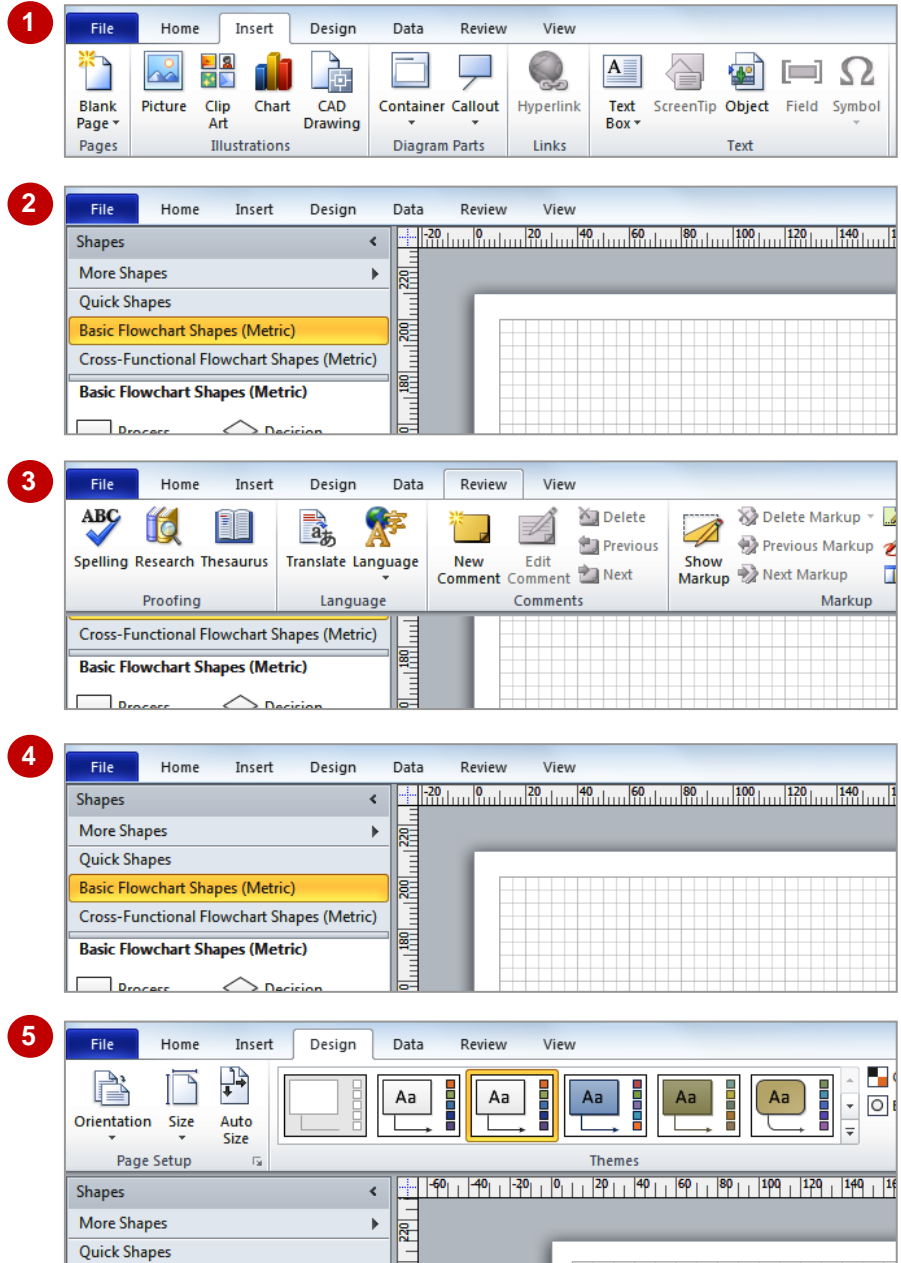
3 Click on the **Review** tab to redisplay the ribbon, this time with the **Review** commands

4 Click back in the drawing

The ribbon will hide again – it only becomes visible when you need it. You can redisplay it permanently though...

5 Double-click on the **Design** tab to redisplay the **Ribbon** permanently

6 Click on the **Home** tab



For Your Reference...

To **hide/display** the **Ribbon**:

1. Double-click on the active tab to hide the **Ribbon**
2. Click on a tab to see the **Ribbon** temporarily
3. Double-click on a tab to redisplay the **Ribbon** permanently

Handy to Know...

- You can also minimise the **Ribbon** by clicking on **Minimise the Ribbon** and then maximise it again by clicking on **Expand the Ribbon**. These buttons are located at the right end of the **Ribbon**.

UNDERSTANDING THE BACKSTAGE VIEW

The **Ribbon** lets you work *on the content* in a drawing – you can add more content, format it, copy it, and much more. The **Backstage view**, which is accessed using the **File** tab, provides

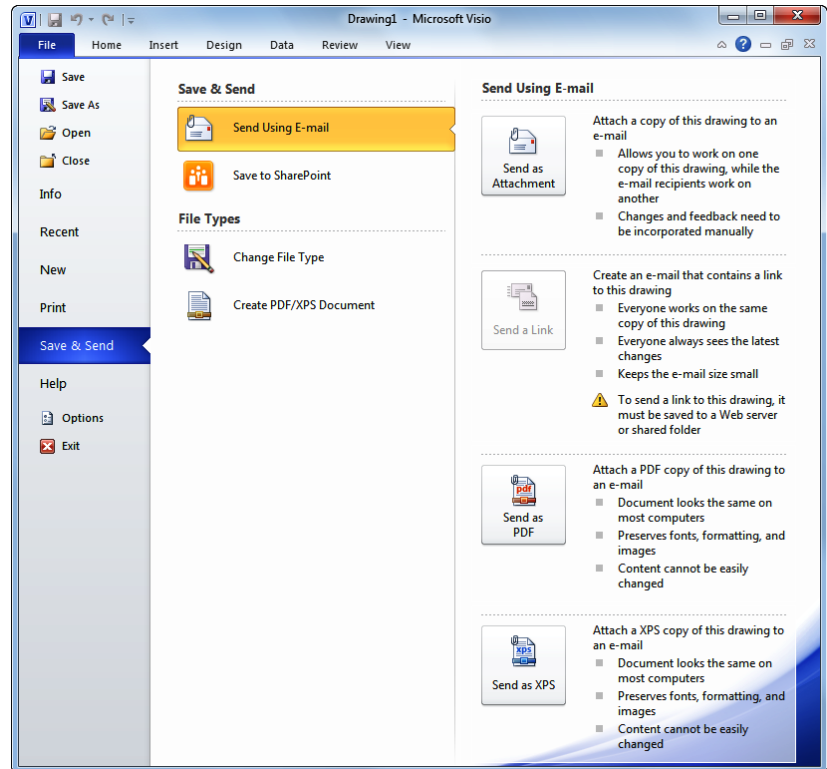
access to frequently used features for *managing* your drawing. You can save it to use it later, print it on paper, send it via email, and more using the options found in **Backstage view**.

The Backstage View

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Visio known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen although the tabs from the **Ribbon** still remain visible across the top.

At the left of the **Backstage** is a navigation pane which is made up of **Quick commands**, smallish buttons which will perform an operation immediately, and largish **tabs**, which display more options and information to the right of the screen.

The whole underlying purpose of the **Backstage** is to let you save your drawing, share it with others and let you set options for Microsoft Visio.



Quick Commands

The **Quick commands** provide immediate access to an operation.

	Saves the current drawing
	Allows you to save the current drawing under a different name or location
	Opens a previously saved drawing
	Closes the current drawing
	Provides access to options that allow you to control how Visio looks and works
	Allows you to close and exit Microsoft Visio

Backstage Tabs

The **Backstage tabs** provide more options for working with a drawing.

	Provides status information about the current drawing and lets you remove personal information and reduce the file size
	Provides a list of recently saved drawings
	Lets you create a new drawing and provides access to a large gallery of templates
	Lets you print the current drawing and preview it
	Lets you share your drawing with other people
	Provides access to Microsoft's help network and also provides licensing information about your software

ACCESSING THE BACKSTAGE VIEW

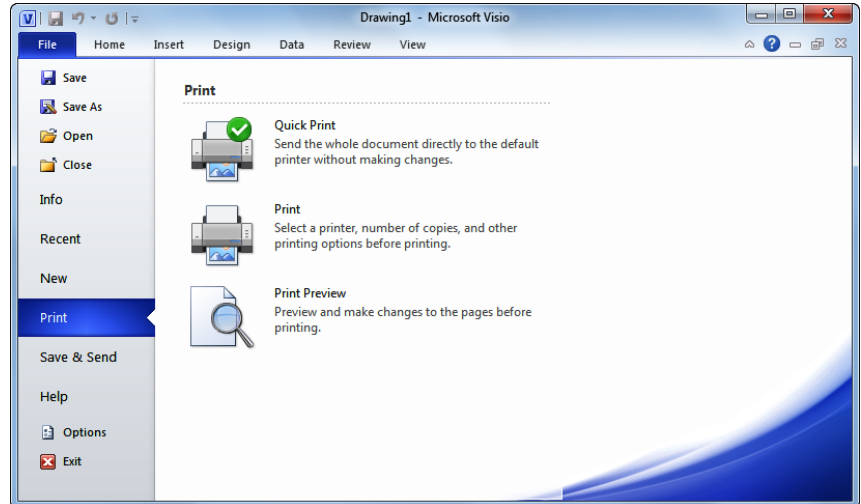
The **Backstage View** provides options for working on drawings and key information about the status of Microsoft Visio 2010. It is usually accessed by clicking on the **File** tab to the left of

the **Ribbon**, but it can also appear when specific commands and options in the **Ribbon** have been selected.

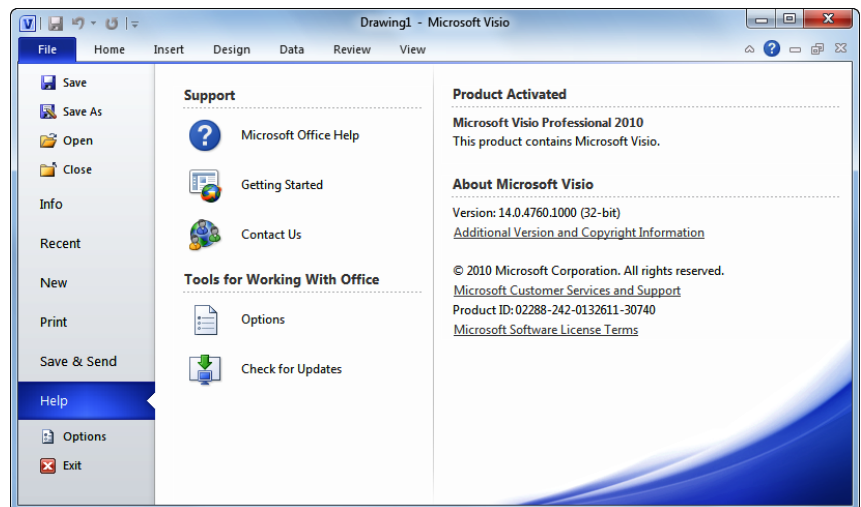
Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

- 1 Click on the **File** tab on the **Ribbon** to display the **Backstage view**, then click on the **Info** tab if it is not already selected
- 2 Spend a few moments studying the properties, dates and related people information at the right
- 3 Click on the **Print** tab (at the left) to see commands for printing and previewing the drawing
- 4 Click on the **Help** tab (on the left) to see the help options and also product licensing and information
- 5 Click on the **Home** tab of the **Ribbon** to close **Backstage view** and return to the drawing



3



4

For Your Reference...

To access the **Backstage view**:

1. Click on the **File** tab on the **Ribbon**
2. Click on the desired tab or **quick command** at the left

Handy to Know...

- You can also close the **Backstage view** by pressing **Esc**.
- If you have no drawings open in Visio as you access the **Backstage View**, the **New** tab will be selected by default allowing you to quickly create a new drawing.

USING SHORTCUT MENUS

In addition to the **Ribbon**, Visio also features **shortcut menus** that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending upon

where you click. **Shortcut menus** provide an alternative, usually a quick one, to trudging through the **Ribbon** to find a specific operation or command.

Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

- 1 Drag any shape from the **Basic Flowchart Shapes** stencil (at the left of the screen) onto the drawing page, then move the mouse pointer over the shape and click with the **right** mouse button to display a **shortcut** or **contextual menu**

Because you have clicked on a shape in the drawing the menu includes commands that relate to working with shapes...

- 2 Click anywhere on the page with the **left** mouse button to close the shortcut menu

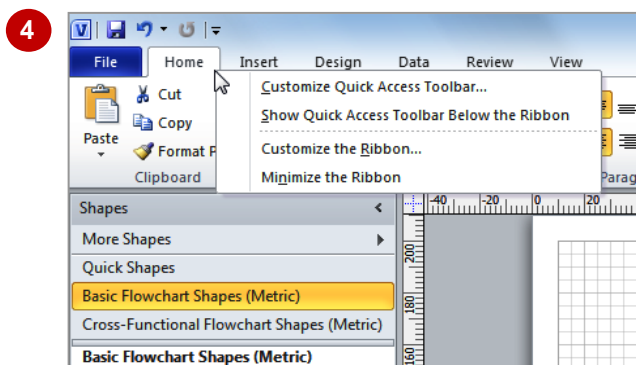
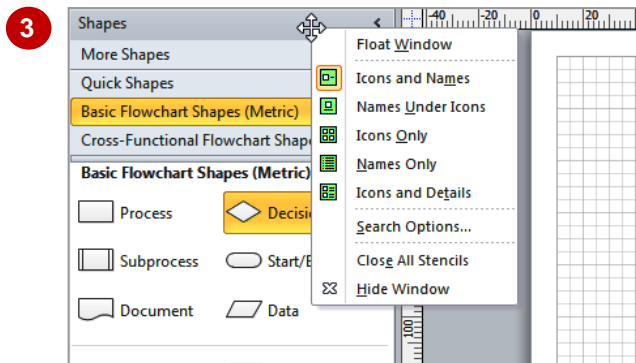
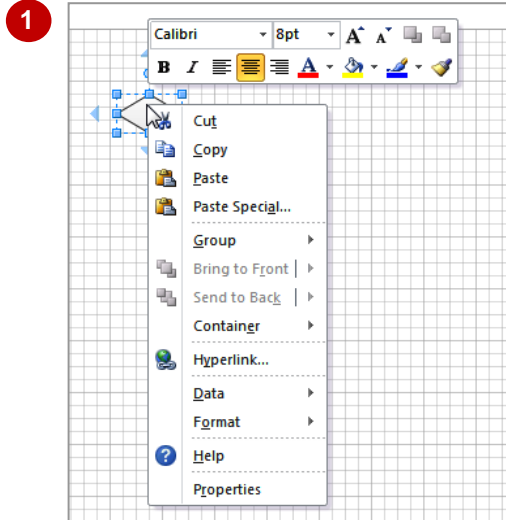
- 3 **Right-click** on the title bar of the **Shapes** window to display a shortcut menu

Notice how it differs from the previous menu. Visio has made an educated guess about what you want to do based upon what you have clicked...

- 4 **Right-click** on one of the **tabs** on the ribbon

A different menu will display...

- 5 Click anywhere on the page with the **left** mouse button to close the shortcut menu



For Your Reference...


To **display** a **shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know...

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button or by pressing the underlined letter in the menu option.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a drawing. They appear either when you click on a **dialog box launcher**  at the bottom right

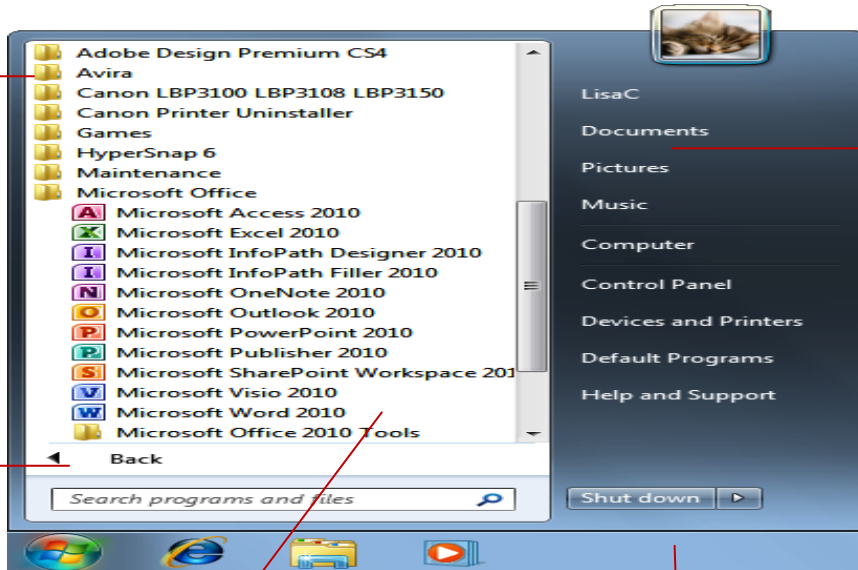
corner of a group, or when you click on a command that displays a dialog box. Dialog boxes are often used for adjusting some of the more advanced aspects of a drawing.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.

Tabs are used to provide more settings on the one dialog box

Check boxes turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes




Preview boxes provide a preview of what the selected settings will look like

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel]



LAUNCHING DIALOG BOXES

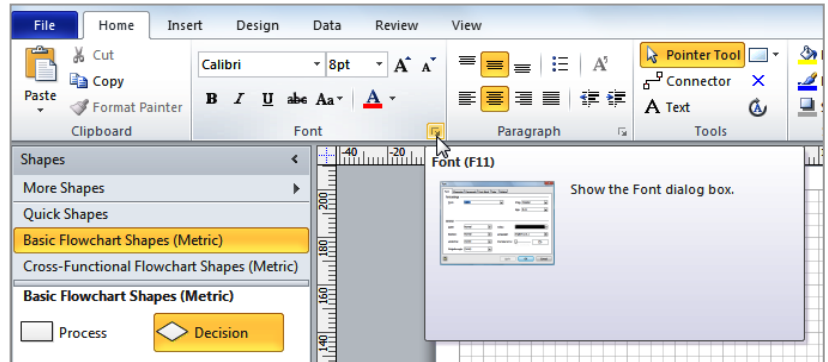
Dialog boxes can be launched either as a result of clicking on a **dialog box launcher**  or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots (an ellipse) ... after a menu option indicates that the menu option, when selected, will open a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

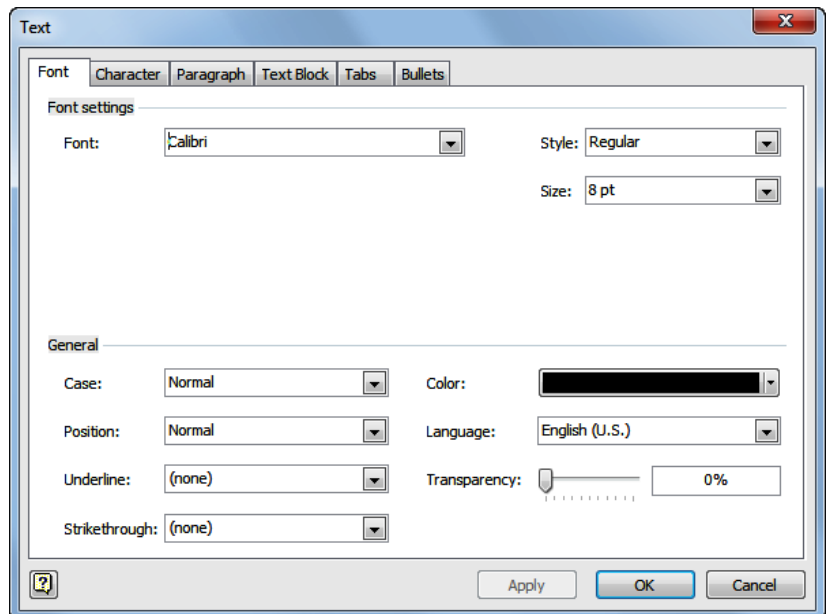
Try This Yourself:

Before trying this exercise ensure you have a blank drawing open...

- 1 Point to the **dialog box launcher**  in the **Font** group on the **Home** tab to display a tooltip that explains what will happen
- 2 Click on the **dialog box launcher**  to open the **Font** dialog box
This dialog box has a selection of controls to make formatting text easier...
- 3 Click on the **Paragraph** tab
This displays additional controls that you can use to adjust the font spacing...
- 4 Click on **[Cancel]** to close the dialog box
- 5 Click on the **Data** tab, then click on **Link Data to Shapes** in the **External Data** group to open the **Data Selector** dialog box
- 6 Click on **[Cancel]**
- 7 Click on **Data Graphics** in the **Display Data** group and select **Create New Data Graphic** to open the **New Data Graphic** dialog box
- 8 Click on **[Cancel]**




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
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For Your Reference...

To **launch** a **dialog box**:

1. Click on a dialog box launcher , relevant command button or menu option

Handy to Know...

- You can launch two dialog boxes from the status bar. You can begin recording a macro in the **Record Macro** dialog box by clicking on **No macros are currently recording** . You can display the **Zoom** dialog box by clicking on **Zoom Level** .

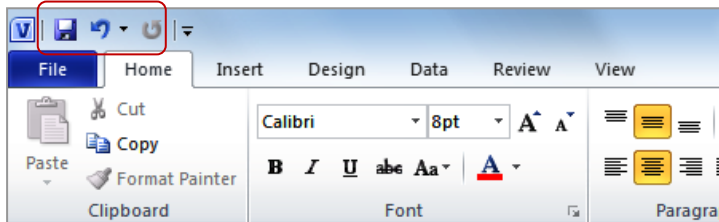
UNDERSTANDING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar**, also known as the **QAT**, is a small toolbar that appears at the top left corner of the Visio window. It is designed to provide access to the command tools you use

most frequently, such as **Save**, and includes by default the **Undo** and **Redo** buttons. You can add buttons to the **Quick Access Toolbar** to make finding your favourite commands easier.

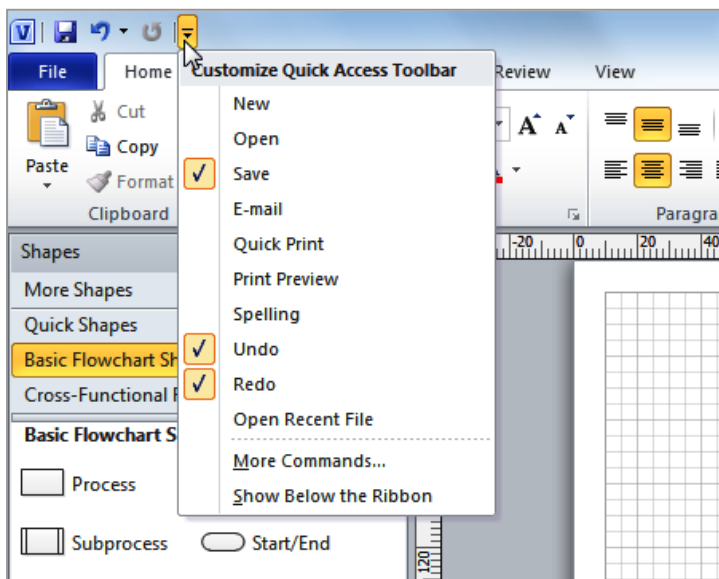
The Quick Access Toolbar

The **Quick Access Toolbar** is positioned at the top left corner of the Microsoft Visio 2010 screen. In its default state, it includes the **Save** tool, the **Undo** tool and the **Redo** tool.



Customising the Quick Access Toolbar

Appearing immediately to the right of the **Quick Access Toolbar**, the **Customise Quick Access Toolbar** tool displays a list of commonly used commands that you can add to the toolbar. You can select the items that you want to add. The ticks that appear to the left of the menu options show you that an option is already displayed.



ADDING COMMANDS TO THE QAT

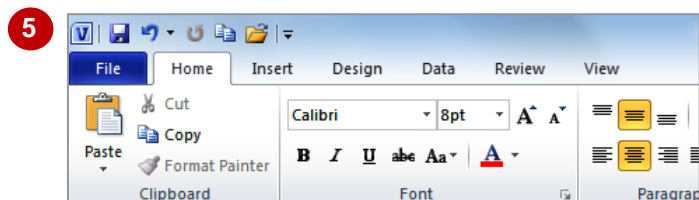
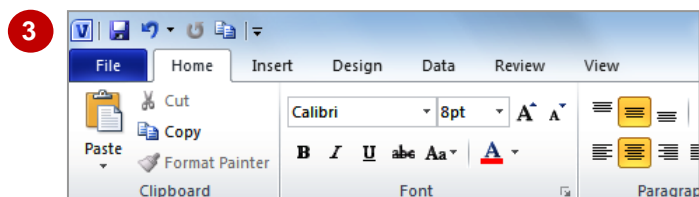
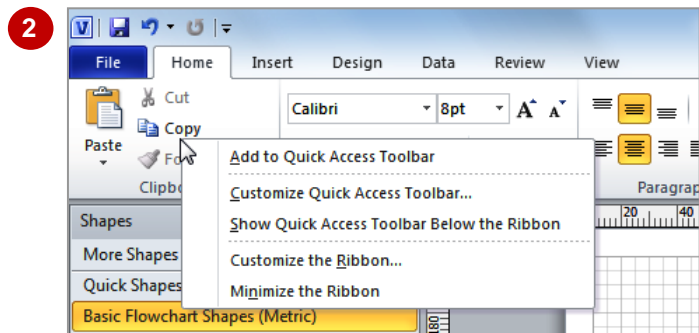
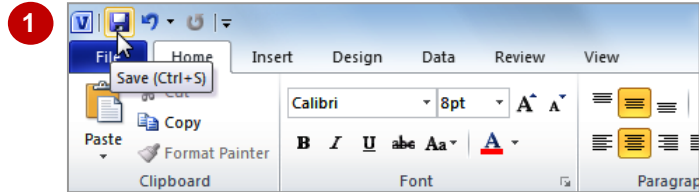
The **Quick Access Toolbar** is a handy location to place commands from the **Ribbon** that you use most frequently. Adding commands from the **Ribbon** involves locating the command, right-

clicking on it and choosing the **Add to Quick Access Toolbar** option from the shortcut menu that appears.

Try This Yourself:

Before starting this exercise ensure you have a blank drawing open...

- 1 Point to the first button on the **Quick Access Toolbar** to see the name of the tool and its shortcut
In this case, it is Save...
- 2 Right-click on **Copy** which appears in the **Clipboard** group on the **Home** tab to display a shortcut menu
- 3 Select **Add to Quick Access Toolbar** to add the **Copy** tool to the **QAT**
- 4 Click on the **Customise Quick Access Toolbar** tool to display a menu
- 5 Select **Open** to add the **Open** tool to the **QAT**
It is just as easy to remove tools you don't want from the QAT...
- 6 Right-click on the **Copy** tool and select **Remove from Quick Access Toolbar**
- 7 Repeat step 6 to remove the **Open** tool from the **QAT**



For Your Reference...

To **customise** the **Quick Access Toolbar**:

1. Right-click on the command you want to add and select **Add to Quick Access Toolbar**
Or
Click on the **Customise Quick Access Toolbar** tool and select a command

Handy to Know...

- You can move the **QAT** under the ribbon by clicking on the **Customise Quick Access Toolbar** tool and selecting **Show Below the Ribbon**. This puts the tools that you use most frequently closer to your drawing making it quicker to access them.

UNDERSTANDING THE STATUS BAR

The **Status Bar** is the bar across the bottom of the Visio window. It is a useful aid that displays information such as the current page number and the size and angle of a selected shape in the

drawing. It has tools that let you zoom in and out of the page, plus tools that can change the document view. You can customise the status bar to change the information shown.




1 Page Number

The **page number** indicates which page is open in the drawing page area. This indicator also tells you the total number of pages there are in the drawing – in this case 1. If the drawing comprises more than one page and you click on the page number, the **Page** dialog box will open letting you select the page that you wish to open. You can also create a new page by clicking on **[New]** in this dialog box.

2 Shape Measurements

The **shape measurements** indicators let you quickly view the overall width, height and angle of the selected shape on the page.

Clicking on any of these three measurements will open the **Size & Position** window. From this window you can alter the selected shape's location (**X** and **Y**), **Width**, **Height**, **Angle** of rotation, and the relative position at which the shape is pinned to the X/Y location. Once you have opened the **Size & Position** window, click on **close**  to close it.

3 Language

The language displayed in the status bar indicates the language that is used by Visio's proofing tools. Although **English (U.S.)** appears in the status bar, this will change to the default language as set by your operating system (if it is not US English) as soon as you begin typing using the **Text** tool. In our case **English (Australia)** will appear here as we have set it as our default language.

4 Macro Recorder




You can quickly record a new macro by clicking on this tool to open the **Record Macro** dialog box.

5 View Tools

The **Document View** tools allow you to change the view of the drawing. You can select either **Normal** (as shown above) or **Full Screen**.

6 Zoom Tools

The **Zoom Level** button displays the current zoom percentage (our drawing is set to **42%** above). If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.

The **Zoom Slider** indicates the current zoom level, where the small vertical centre mark indicates 100%. You can either drag the marker  to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in  or zoom out .

The **Fit page to current window** tool adjusts the magnification of the drawing so that the entire drawing fits within the width of the drawing page area.

7 Pan & Zoom Window

The **Pan & Zoom Window** tool displays and hides the **Pan & Zoom** window. You can use this window to quickly zoom in on a specific part of the drawing by dragging a marquee around the area in the window. You can also pan to different areas of the drawing by dragging and resizing the marquee as desired.

8 Switch Windows

If you have more than one drawing open at the same time, you can click on this tool to switch between drawings. The tick to the left of the file name shows which drawing is currently open in the drawing page area.

9 Resize Icon

The **Resize** icon is visible in the Visio window only if the screen is not maximised. It allows you to change the size of the window by dragging it in or out.

CUSTOMISING THE STATUS BAR

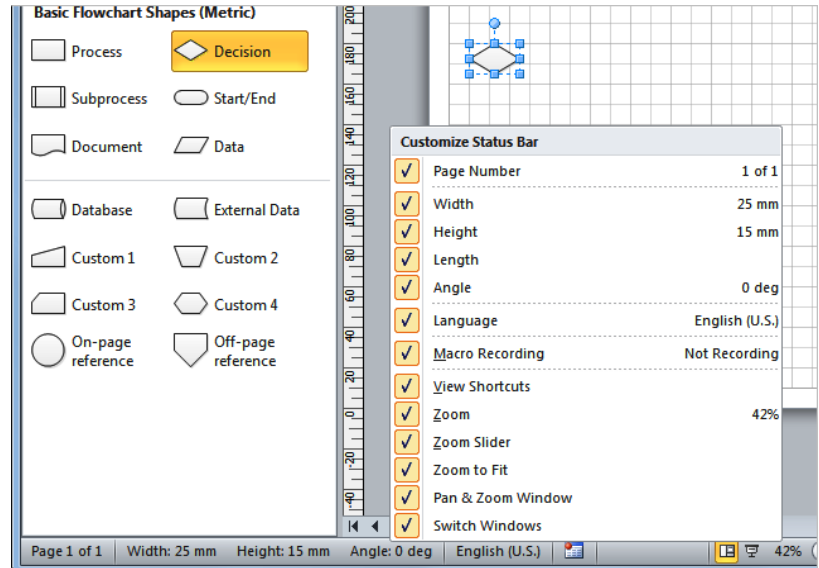
The **Status Bar**, shown at the bottom of the Visio window, comprises two parts. The left side displays options and information relevant to the current drawing, while the right side displays

viewing and zooming options. You can customise the settings of the Status Bar by adding or removing options to suit your working requirements.

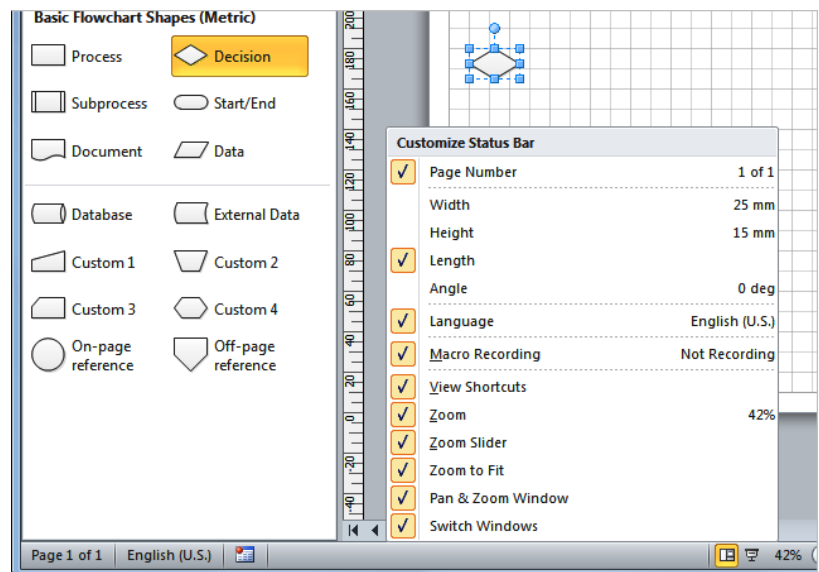
Try This Yourself:

Before starting this exercise ensure a drawing is open...

- 1 Click on the shape to select it
If you don't have a shape on the page, drag any shape from the open stencil to the left of the screen...
- 2 Right-click on the status bar to display the **Customise Status Bar** menu
This shows additional information about the drawing as well as listing settings that you can choose. By default, all options are selected...
- 3 Click on **Width**, **Height** and **Angle** until they appear without a tick, then click away from the menu to close it
The Width, Height and Angle options no longer appear in the status bar...
- 4 Repeat steps 1 and 2
Although the options are not visible in the status bar, you can still quickly see the information by displaying the Customise Status Bar menu...
- 5 Repeat the above steps to display all options in the status bar



2



4

For Your Reference...

To **customise** the **status bar**:

1. Right-click on the status bar
2. Click on the options that you want to add or remove
3. Click outside the menu to close it

Handy to Know...

- If you prefer working with the keyboard, you can press **F6** to jump to the status bar. Use the arrow keys to move between options and press **Enter** to activate an option. To deactivate the status bar selection, press **Esc**.

SAVING A NEW DRAWING

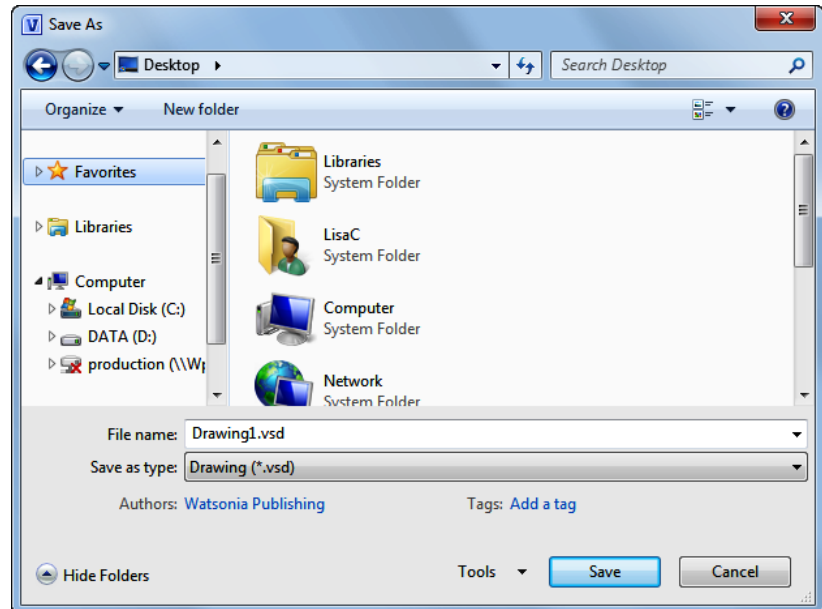
Saving a new drawing for the first time is a critical step. **Saving** a drawing regularly after that is just as important! There is an overwhelming number of ways to lose information and a handful of ways

to save it. There are two main settings when saving a drawing: the **location** where the drawing is to be saved and the **file name** that is assigned to the drawing.

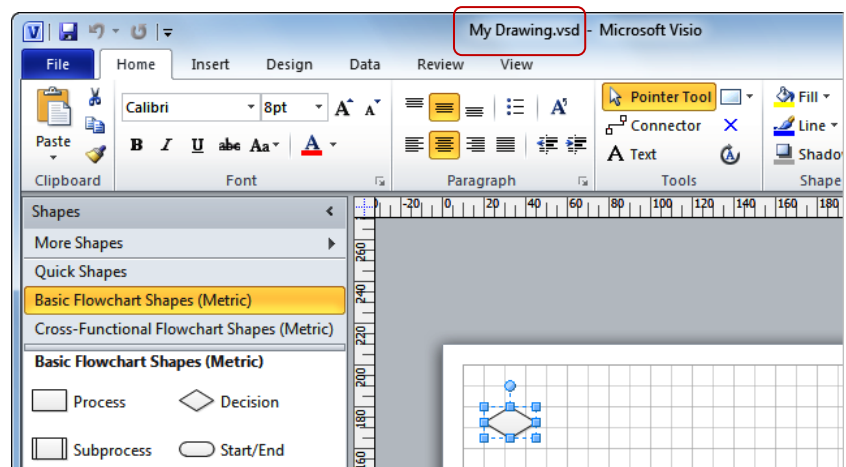
Try This Yourself:

Before starting this exercise ensure a drawing is open...

- 1 Click on the **File** tab, then click on **Save** to open the **Save As** dialog box
As this is the first time that the drawing has been saved, you need to assign a location and a name to the drawing...
- 2 Type **My Drawing** in **File name** and ensure that **Save as type** is set to **Drawing (*.vsd)**
- 3 Navigate to the **Course Files for Visio 2010** folder
This is the folder where we want to store the drawing...
- 4 Click on **[Save]** to save the drawing
The new file name will display in the Microsoft Visio title bar at the top of the screen



1




4

For Your Reference...

To **save** a **drawing**:

1. Click on the **File** tab, then click on **Save**
2. Type the drawing name in **File name**
3. Select a **Save in** location
4. Click on **[Save]**

Handy to Know...

- You can also save a drawing using the keyboard shortcut **Ctrl + S** or by clicking on the **Save** tool  in the Quick Access toolbar.

EXITING SAFELY FROM VISIO

Like all computer applications, you should **exit** Microsoft Visio properly to avoid losing data or damaging computer files. Before exiting, you should save and close all open drawings

properly. If you forget to do this, Visio will prompt you to do so prior to exiting

Try This Yourself:

Before starting this exercise ensure a drawing is open...

- 1 Drag a shape onto the page from an open stencil in the **Shapes** window

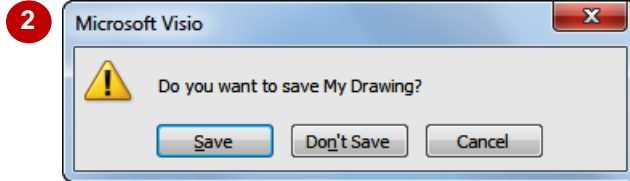
This simply ensures that you have made a change to the drawing...

- 2 Click on the **File** tab to open the **Backstage**, then click on **Exit**

A message box will appear, prompting you to save your change...

- 3 Click on **[Save]** to save the changes

Visio will save the change to My Drawing.vsd and then close the application




For Your Reference...

To **exit** Visio:

1. Save and close all open documents
2. Click on the **File** tab, then click on **Exit**

Handy to Know...

There are a number of other ways to exit Visio:

- Click on **close**  in the top right corner of the application window.
- Press **Alt + F4**.

Chapter 1 - Getting To Know Microsoft Visio