

Microsoft Office Visio 2007 Step By Step

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 robust Excel, HTML, and XML reports Create custom, reusable templates, stencils, and masters Update and enhance diagrams with Reviewer's comments and markups Integrate Visio diagrams with other Windows applications Publish and securely distribute Visio documents and summaries Extend functionality using VBA macros, add-ins, and wrapper applications Microsoft System Center Enterprise Suite Unleashed is the first and only definitive real-world guide to the entire Microsoft System Center Enterprise Suite. It brings together tips, tricks, best practices, and lessons learned by top consultants who've deployed System Center in some of the world's largest enterprises and most successful small businesses. Drawing on years of early adopter and production experience, Rand Morimoto, Chris Amaris, and their team cover the entire System Center lifecycle and its components for system configuration, operations management, data protection, virtual machine management, help desk support, change management, asset control, capacity planning, and mobile device management. You'll learn about individual components and how to integrate them to build automated, exceptionally efficient managed environments. For smaller businesses, the book also presents Microsoft's streamlined, lower-cost IT management offering, System Center Essentials 2010. Use System Center Configuration Manager 2007 to image, update, manage, and support servers and clients Proactively monitor your systems to identify and fix problems before they fail Use System Center Data Protection Manager 2010 to provide reliable, timely backup/recovery Implement and manage all aspects of virtualization, including virtual guest sessions on both Microsoft Hyper-V and VMware Make the most of System Center Service Manager 2010's integrated tools for managing help desks, incidents, assets, and changes Use System Center Capacity Planner to properly size, procure, and deploy new systems Remotely track, secure, patch, update, and support mobile devices with System Center Mobile Device Manager Simplify small business IT management with System Center Essentials 2010's wizards and auto-configuration components

Teach yourself to use SQL Server 2008 Analysis Services for business intelligence—one step at a time. You'll start by building your understanding of the business intelligence platform enabled by SQL Server and the Microsoft Office System, highlighting the role of Analysis Services. Then, you'll create a simple multidimensional OLAP cube and progressively add features to help improve, secure, deploy, and maintain an Analysis Services database. You'll explore core Analysis Services 2008 features and

capabilities, including dimension, cube, and aggregation design wizards; a new attribute relationship designer; designer AMO warnings; and using dynamic management views to monitor resources. And as you complete each lesson, you can hone your skills using the practice exercises from the companion CD. Plus, you can review and download code samples illustrating the author's own, professional techniques—direct from the companion Web site. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

The smart way to learn Office PowerPoint 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of PowerPoint, including how to navigate the new, easy-to-use user interface. You will discover how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll even learn how to add narrations and custom animations—and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction—building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Microsoft Office Project Server 2007 Unleashed provides a comprehensive and in-depth overview of Microsoft Office Project Server 2007 and Enterprise Project Management (EPM). This book should be used as a reference to guide you through system capabilities and the use of more advanced product features in the context of your business processes. In this book you will find cutting-edge information, including the necessary framework and approach to implement a complex project management software product. Find practical, real-world guidance on how to plan, install, configure, deploy, use, manage, and customize your EPM Implementation. This book is your only in-depth source for Microsoft Office Project Server 2007!

Experience learning made easy—and quickly teach yourself how to organize, analyze, and present data with Excel 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create formulas, calculate values, and analyze data Present information visually with graphics, charts, and diagrams Build PivotTable dynamic views—even easier with new data tables Reuse information from databases and other documents Share spreadsheets for review and

manage changes Create macros to automate repetitive tasks and simplify your work Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Experience learning made easy—and quickly teach yourself how to create professional-looking business and technical diagrams with Visio 2010. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Build a variety of charts and diagrams with Visio templates Draw organization charts, floor plans, flowcharts, and more Apply color, text, and themes to your Visio diagrams Use Visio shapes to link to, store, and visualize data Collaborate on diagrams with Microsoft SharePoint 2010 Create custom diagrams with your own shapes and templates Your Step by Step digital content includes: All the book's practice files—ready to download and put to work. Fully searchable online edition of this book—with unlimited access on the Web. Free online account required.

Explaining how to use the new features of Windows Vista, a comprehensive manual details hundreds of timesaving solutions, troubleshooting tips, and workarounds, covering the new features of Microsoft Windows Media Player and Microsoft Internet Explorer 7.

THE ONLY VISIO 2007 BOOK YOU NEED “This book makes Visio as much fun as a video game.” Bob and Joy Schwabach, “On Computers,” Universal Press Syndicate We crafted this book to grow with you, providing the reference material you need as you move toward Visio® 2007 proficiency and the use of more advanced features. If you buy only one book on Visio® 2007, Special Edition Using Microsoft Office Visio® 2007 is the only book you need. • Working with shapes, stencils, and themes • Using the Data Graphics feature for extra customization • Importing content from Microsoft Excel and Microsoft Project • Displaying data as text, data bars, icons, and color-coding using Data Graphics • Creating custom stencils, icons, and templates • Storing and displaying employee information in organization charts • Customizing the layout of organization charts • Creating database models, flowcharts, and Gantt charts • Connecting shapes in network drawings • Using digital ink and animation • Creating macros • Handling guides and rulers • Working with layers • Getting the most from ShapeSheets

The quick way to learn Microsoft Visio 2016! This is learning made easy. Get more done quickly with Visio 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get results faster with starter diagrams Diagram processes, organizations, networks, and datacenters Add styles, colors, and themes Enhance diagrams with data-driven visualizations Link to external data sources, websites, and documents Add structure to diagrams with containers, lists, and callouts Validate flowchart, swimlane, and BPMN diagrams Collaborate and publish with Visio Services and Microsoft SharePoint 2016 Look up just the tasks and lessons you need

Experience learning made easy—and quickly teach yourself how to manage your communications with Outlook 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Send e-mail, schedule

meetings, and organize tasks for easy follow-up Manage your inbox with rules, folders, and search filters Share your calendar with anyone via e-mail or on the Web Manage RSS feeds and newsgroups—without leaving your inbox Learn ways to block spam and protect your sensitive messages Personalize the way Outlook 2007 looks and works Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

K2 blackpearl and the K2 platform is a large, powerful, "game-changing" application platform built on Microsoft technologies. Understanding it from top to bottom would be a great task for a single person, which is why we have gathered more than a dozen authors to supply you with the information to successfully transform your company into a process-oriented, efficient business that can grow with the K2 platform. Since this is the first book on K2 blackpearl, you will find a broad range of topics in this book, from the market in which K2 blackpearl is aimed to the architecture of the platform, from how to approach process design to developing your own custom user manager. The first part of the book is meant for everyone and provides an understanding of K2 blackpearl and where it fits in the marketplace. It is included to provide a framework for thinking about various aspects of process-driven applications, including how they differ from business process management techniques; identifying processes in your company to automate, the different pieces that make up a process; measuring the success of your efforts; and finally shifting your company's culture in the direction of process efficiency. This section may be the only section you need to read if you are sponsoring a process improvement effort in your company. If you are responsible for leading the effort, make sure to read Chapters 3 and 4. The other parts are meant to provide details on how to effectively deploy and use K2 blackpearl and include a broad range of topics. Read what you are most interested in, but also make sure to read Chapter 8, which will give you a great foundation to start designing processes with K2 blackpearl. Chapter 14 is also recommended for everyone because it provides an overview of the available K2 Designers and how you can share projects among them. K2 blackpearl is the main subject of this book, although we devote an entire chapter, Chapter 23, to the add-on product K2 connect to give you an understanding of how to bring SAP data into your processes. We also talk a bit about K2 blackpoint, particularly in the SharePoint chapters. Since K2 blackpoint is built on the K2 blackpearl foundation, many of the same concepts apply to that product as well, but we do not point out the differences between K2 blackpearl and K2 blackpoint. For that information browse to www.k2.com. Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on

CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Outlook 2007 in Simple Steps is a book that helps you learn Outlook 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Outlook 2007. An easy to understand style, lots of examples to support the concepts, and use of practical approach in presentation are some of the features that make the book unique in itself. Text in this book is presented in such a way that it will be equally helpful to the beginners as well as to the professionals.

Welcome to the Ultimate Learning Guide to Microsoft Office Project 2007. You selected the right book if you seek a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application. Our goal in writing this book is to teach you how to use the software effectively. We take a systematic approach to the topical ordering in this book which follows the Project Management Institute (PMI) standard. The first 12 modules teach you foundational skills by following the project life cycle. In these modules, you learn how to define a new project, plan your project with tasks, resources, and assignments, analyze the Critical Path, baseline your project, enter actual progress, analyze variance, revise your project, report project progress, and then close out the project. The next 10 modules teach you advanced concepts for using Microsoft Office Project 2007. You learn in-depth knowledge about standard and custom Fields, Calendars, scheduling, costing, Critical Path analysis, managing risk, and exchanging project data with other applications. You learn how to locate and level overallocated resources, how to create and use a shared Resource Pool file and a master project, and how to record and write macros in VBA. Throughout each module, we provide a generous amount of Notes, Warnings, and Best Practices. Notes call your attention to important additional information about a subject. Warnings help you to avoid the most common problems experienced by others and Best Practices provide tips for using the tool based on our field experience. After reading this book, we believe that you will be much more effective using Microsoft Office Project 2007.

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

"This book provides a "how to" approach to mastering business analysis work. It will help build the skill sets of new analysts and all those currently doing analysis work, from project managers to project team members such as systems analysts, product managers and business development professionals, to the experienced business analyst. It also covers the tasks and knowledge areas for the new 2008 v.2 of The Guide to the Business Analysis Body of Knowledge (BABOK) and will help prepare business analysts for the HBA CBAP certification exam."--BOOK JACKET.

Create project plans that make the most of your money and time Get your projects on track, manage resources, and share information online Project 2007 helps you keep your projects on track by providing sophisticated tools for building task outlines and important timing relationships; efficiently assigning people, cost, and material resources; and keeping everyone and everything on schedule. Get an overview of the benefits of Project Server and Project Web Access for communicating with your team and managing your project online. All this on the bonus CD-ROM Tools for creating

enhanced graphics and reports Strategic planning and brainstorming tools Project additions that improve your time reporting and tracking capabilities For details and complete system requirements, see the CD-ROM appendix. Discover how to Employ the powerful new features of Project 2007 Track down problems with Task Drivers Explore Project's new Visual Reports Get tips for saving time and money on your projects Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Did you ever wish you could draw folks a picture of your business processes or the design of your database, but you just don't have the graphics skills? Then Visio 2003 might be exactly what you're looking for, and Visio 2003 For Dummies makes it easy for you to find out. Often, pictures do speak louder than words. Visio enables you to turn business and technical concepts into visual diagrams. Best of all, it doesn't require you to possess any artistic talent! Visio 2003 For Dummies shows you how to Navigate the software and use the menus, toolbars, and taskpans Create simple diagrams Use Visio drawings with other software programs Annotate your diagrams Post diagrams on the Web If you need to explain business goals and procedures, software concepts, or database designs to others, Visio 2003 For Dummies can get you going with this great software package in no time. Soon you'll be able to Choose the appropriate type of drawing for your purpose, work with stencils, and add shapes Pan and zoom to fine-tune your diagram Set up your printer with Visio 2003, add headers and footers, and print an entire drawing or only selected parts Explore open and closed or one- and two-dimensional shapes, and manipulate them to demonstrate what you want to show Add color and text to enhance your drawings Create custom shapes, develop and use templates, and even add layers to provide more detail Integrate Visio with Excel, Word, Project, and Outlook Produce reports using data stored in Visio, update them, make them available for others to review, and even track changes Additional information and links to online Visio resources are available on the book's companion Web site. Visio 2003 offers you an exciting new way to communicate business processes, information systems, database and software designs, or computer and telecommunications networks, and Visio 2003 For Dummies gives you the power to use this great tool quickly and easily.

Special Edition Using Microsoft® Office Project 2007 We crafted this book to grow with you, providing the reference material you need as you move toward Project proficiency and use of more advanced features. If you buy only one book on Project 2007, Special Edition Using Microsoft® Office Project 2007 is the only book you need. Covers:

- Leverage Microsoft Project 2007 to support your management processes, communication and collaboration within your organization
- Manage your project through initiation, tracking, controlling, performance measuring, and closing
- Model real life project scenarios with the scheduling engine
- Define tasks, milestones, summary tasks, and recurring tasks to create your project schedule
- Create task relationships, constraints, and perform advanced actions on tasks
- Customize the project to fit your needs
- Use views, tables, filters, and groups to review your project and application interface schedule
- Manipulate Microsoft Project 2007 data using other Microsoft Office applications
- Implement Visual Reports to allow 3D models of project data for sharing and analysis
- Master advanced features with built-in and advanced manual techniques

With the information in Microsoft Office PerformancePoint Server 2007, you can learn the best practices for managing business performance using Office PerformancePoint 2007 and related Microsoft tools. The specific end-user scenarios begin by describing the business requirements and objectives and end with detailed technical guidance for implementing performance management solutions. Leverage PerformancePoint with other key technologies, including SharePoint Server, SQL Server Business Intelligence tools and Office Excel and Excel Services. Use PerformancePoint for common performance management scenarios, including scorecarding, dashboarding, reporting, analysis, planning, budgeting and forecasting.

Whether you're designing a network, a business plan, or an office building, Visio 2007 can transform your vision into sophisticated diagrams and drawings and this comprehensive reference shows you how. You'll discover how to use Visio for IT, architecture, engineering, and business projects; explore the new features of Visio 2007; learn to publish Visio diagrams to the Web; and much more. If you want to develop your skills in Visio, this is the book you need to succeed.

Microsoft Office Access 2007 Step by Step Pearson Education

The smart way to learn Microsoft Visio 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to create professional-looking business and technical diagrams with Visio 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Create dynamic organization charts with Visio Make charts with wizards or build them by hand Build drawings using Visio themes and effects Use data-driven drawings in Microsoft SharePoint Import, manipulate, and visualize business data Draw and then execute SharePoint 2013 workflows

Experience learning made easy—and quickly teach yourself how to manage your projects with Project 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build a project plan and fine-tune the details Schedule tasks, assign resources, and manage dependencies Monitor progress and costs—and keep your project on track Format Gantt charts and other views to communicate project data Begin exploring enterprise project management systems Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus guide to the Ribbon, the new Microsoft Office interface Quick course on project management in the Appendix Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

This is a book that helps you learn Office 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Office 2007. An easy to understand style, lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book unique in itself. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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

Explains how to use the computer drawing program to create business, software, engineering,

and network diagrams.

This comprehensive reference by a Microsoft expert covers all aspects of the new Windows release. The much-anticipated release of Windows 7 will have numerous changes, and you'll need a complete guide to take full advantage of all it has to offer. *Windows 7 Bible* covers navigation changes such as pinning to the task bar, full screen preview with invisible windows, Jump Lists, Home Group, Sticky Notes, and many others. It shows you how to use Internet Explorer 8, including features like Web Slices and Network view changes, and guides you through all the new desktop features. This reference thoroughly examines all three parts of the new platform: Windows 7 Core OS, the Windows Live applications, and Windows Live Services. *Windows 7 Bible* shows you everything you need to know to make the most of Microsoft's new operating system. Covers Windows Live Essentials, including Windows Live Family Safety, Mail, Messenger, Movie Maker, Photo Gallery, Toolbar, Writer, and Microsoft Office Outlook Connector. Shows how to use Windows Live Services, including Hotmail and Spaces. Explores new features including Desktop Gadgets Gallery, Desktop Windows manager, updated Fax and DVD Maker, an updated "Devices and Printers" option, and Sticky Notes. Explains new features in the Calculator, ribbon features in applets such as Paint and WordPad, the new Media Center, and searching updates. Fully covers the first complete overhaul of applets in a decade. With *Windows 7 Bible* at your side, you can learn as much or as little as you need to know for the way you use Windows.

Designed as a quick learning guide to get project managers up to speed with the new features in Microsoft Office Project 2007, this handbook covers everything in this latest edition, including two additional planning support features.

Explains how to use the computer drawing program to create business, software, engineering, or network diagrams.

Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2007. With *Step By Step*, you set the pace—building and practicing the skills you need, just when you need them! Build databases from scratch or from templates. Exchange data with other databases and Office documents. Create forms to simplify data entry. Use filters and queries to find and analyze information. Design rich reports that help make your data meaningful. Help prevent data corruption and unauthorized access. Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons. Fully searchable eBook. Bonus quick reference to the Ribbon, the new Microsoft Office interface. *Windows Vista Product Guide eReference*—plus other resources on CD. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Offers instructions for using Visio 2007, a software package for creating business diagrams and technical drawings.

Master the art of presenting information visually using Microsoft Visio Professional 2016 and Visio Pro for Office 365. About This Book: A complete guide to data visualization with Microsoft Visio Professional 2016. Visualize information to meet the needs of your business. Get the quick way to learn Microsoft Visio 2016. Who This Book Is For: This book is aimed at the departmental-level business intelligence professional or Microsoft Office power-user who wants to create data diagrams with Microsoft Visio that can accurately represent business information visually. What You Will Learn: Add external data from a variety of data sources. Represent information with data graphics. Create custom data-like shapes. Export data from structured diagrams. Present information graphics to non-Visio users. Automate visualizations from data. Develop custom templates and code for others. In Detail: Microsoft Visio Professional is a data visualization application that is used by many different market sectors and many different departments to represent information visually, from network infrastructure to organization charts, from process diagrams to office layouts. Starting off with a brief introduction to Visio Professional 2016 and then moving on to data storage, linking data to

shapes, and working with SQL Server to create a solid foundation. Then we'll cover topics such as refreshing data, working with geographical data, working with various graphics, and diagrams, and more. Finally, you'll find out how to deploy custom stencils, templates, and code. Style and approach This book has real life examples that will let you explore all the new features of Microsoft Visio 2016 and apply them in your daily life.

Microsoft Office Project 2007 All-in-One Desk Reference For Dummies is a compilation of multiple short reference-style books covering Microsoft Project, enhanced by the format of a single, easy-to-use, task-oriented step-by-step package. All-in-One For Dummies books are made up of multiple minibooks that could each stand alone. Each minibook covers one topic completely. This book features a companion Web site where readers can download Microsoft Project add-ins, templates, and author-generated materials. The book also features a gate-fold cheat sheet that contains myriad quick-reference information, tips, and shortcuts for reference when using Microsoft Project 2007. The structure of the book is as follows: Book I: Project Basics Book II: Structure of a Project Book III: Defining Task Details Book IV: Establishing Task Timing Book V: Working with Resources and Costs Book VI: Communicating Project Information Book VII: Resolving Problems with Your Plan Book VIII: Tracking Book IX: Advanced Project Topics Book X: Project in the Enterprise Environment Book XI: Project Case Studies

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.

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