Microsoft Office Compatible

Visio is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Access, and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Visio. Visio and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products customers should contact their local Microsoft office.

Visio and Office Compatible Features

- Using the toolbar

  Visio has a toolbar that is similar to the one in Microsoft Office. For example, you can print a document just by clicking the Print button on the standard toolbar. In addition, you can find out what each toolbar button does by pointing to it with the mouse to display ToolTips.

- Using the menus

  Visio's menus, menu commands, and dialog boxes are designed to look and feel like Microsoft Office programs, so that you can quickly be up and running with Visio.

- Using the keyboard shortcuts

  Visio's keyboard shortcuts are designed to match Microsoft Office programs. For example, to cut a shape to the Windows Clipboard, press Ctrl+X; to copy it, press Ctrl+C; and to paste it, press Ctrl+V.

- Using Wizards

  Visio includes many Wizards that automate your tasks. For example, the Org Chart Wizard automates creating an organization chart; you can base your organization chart on an existing spreadsheet or text file, or you can enter your data directly into the Org Chart Wizard.

- Checking the spelling of text

  To ensure a professional diagram, check the spelling of text in shapes, independent text, and stencil shape names. (From the Tools menu, choose Spelling.)

- Finding and replacing text

  Make global changes to your diagram by finding and replacing text in shapes, stencil shapes, summary information, and data fields. (From the Edit menu, choose Find or Replace.)

- Sending Visio files through Microsoft Mail

  Within Visio, you can attach your Visio file and send it through Microsoft Mail using the Send command on the File menu.

Using Visio with Microsoft Office

- Cutting, copying, and pasting Visio into other programs

  You can easily cut, copy, and paste your diagram from one program to another using

the Cut, Copy, and Paste commands on the Edit menu.

- Using the Microsoft Office Binder program

  In Microsoft Office for Windows 95, you can create a file that combines pages from multiple programs. For example, a single file can include pages from Microsoft Word, Visio, and Microsoft Excel.

- Object linking and embedding (OLE 2)

  You can use object linking and embedding (OLE 2) to include a Visio diagram in another program, such as Microsoft Word, and to include objects from other programs in your Visio file.