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## **Launch Tip of the Month** **October 2020**

Microsoft Visio is a diagramming and vector graphics program. Use it to create flowcharts, network diagrams, timelines, floor plans, organizational charts, brainstorming diagrams and so much more!

Visio diagrams can become quite complex. It is common for shapes to be stacked one on top of another to accurately portray complex objects such as office buildings or transportation systems. Selecting overlapping shapes is easy once you know the following trick:

To select the 3<sup>rd</sup> shape in a stack of shapes...

1. Click on the top shape. The first object in the stack becomes selected.
2. Pause.
3. Click again on the top shape. The second object in the stack becomes selected.
4. Pause.
5. Click the top shape again. The third object in the stack becomes selected!

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Want to learn more about Microsoft Visio? Check out our featured course!

### **Featured Course: Getting Started with Microsoft Visio**

- Modifying the Workspace
- Using Drawing Tools
- Magnification Tricks
- Working with Stencils
- Selecting, Modifying, Rotating, Aligning, Distributing and Grouping Shapes
- Connecting Shapes
- Ungluing a Connector from a Shape
- Printing a Drawing
- Creating a Flowchart
- Creating an Organization Chart
- Using the Dynamic Guide

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