




FREQUENTLY USED SHORTCUTS

To do this	Press
Cycle the focus through the left frame, the drawing, and shapes on the drawing that contain shape data, hyperlinks, and the address bar.	Tab key
Enter the full-screen view.	F5
Exit the full-screen view.	Esc
Open the Home tab in the ribbon.	Alt+H
Open the Text dialog box.	F11
Open the Format Shape task pane.	F3
Group the selected shapes.	Ctrl+G or Ctrl+Shift+G
Bring the selected shape to the front.	Ctrl+Shift+F
Select the Pointer Tool ().	Ctrl+1
Select the text tool ().	Ctrl+2
Select the text box tool ().	Ctrl+Shift+4
Move between master shapes in a stencil.	Arrow keys

NAVIGATE IN MICROSOFT VISIO

To do this	Press
Enter the full-screen view.	F5
Exit the full-screen view.	Esc
Open the next page in the drawing.	Page Down
Return to the previous page in the drawing.	Page Up

MOVE IN A WEB PAGE DRAWING






To do this	Press
Cycle the focus through the left frame, the drawing, and shapes on the drawing that contain shape data, hyperlinks, and the address bar.	Tab key
Activate the hyperlink for the shape or hyperlink on the drawing that has focus.	Enter

MOVE IN TEXT OR CELLS

To do this	Press
Move one character to the left.	Left arrow key
Move one character to the right.	Right arrow key

To do this	Press
Move one line up.	Up arrow key
Move one line down.	Down arrow key
Move one word to the left.	Ctrl+Left arrow key
Move one word to the right.	Ctrl+Right arrow key
Move to the end of the line.	End
Move to the beginning of the line.	Home
Move up one paragraph.	Ctrl+Up arrow key
Move down one paragraph.	Ctrl+Down arrow key
Move to the end of a text box.	Ctrl+End
Move to the beginning of a text box.	Ctrl+Home

NAVIGATE THE RIBBON

To do this	Press
Open the Home tab in the ribbon.	Alt+H
Open the Text dialog box.	F11
Open the Format Shape task pane.	F3
Toggle bold () on or off.	Ctrl+B
Toggle italic () on or off.	Ctrl+I
Toggle underline () on or off.	Ctrl+U
Toggle double underline on or off.	Ctrl+Shift+D
Toggle all caps on or off.	Ctrl+Shift+A
Toggle small caps on or off.	Ctrl+Shift+K
Toggle subscript () on or off.	Ctrl+Equal sign (=)
Toggle superscript () on or off.	Ctrl+Shift+Equal sign (=)
Increase the font size of the selected text.	Ctrl+Shift+Right angle bracket (>)
Decrease the font size of the selected text.	Ctrl+Shift+Left angle bracket (<)
Move to the next or previous character, respectively, in a line of text.	Right arrow or Left arrow key
Move to the next or previous line of text, respectively.	Down arrow or Up arrow key
Move to the next or previous word, respectively, in a line of text.	Ctrl+Right arrow or Left arrow key
Move to the next or previous paragraph, respectively.	Ctrl+Down arrow or Up arrow key
Select all the text in a text block.	Ctrl+A
Select the next or previous character, respectively.	Shift+Right arrow or Left arrow key

To do this	Press
Select the next or previous word, respectively.	Ctrl+Shift+Right arrow or Left arrow key
Select the next or previous line, respectively.	Shift+Down arrow or Up arrow key
Select the next or previous paragraph, respectively.	Ctrl+Shift+Down arrow or Up arrow key
Delete the previous word.	Ctrl+Backspace
Replace the selected text with the field height. If no text is selected, replace all text with the field height for the selected shape.	Ctrl+Shift+H

ALIGN TEXT

To do this	Press
Align text left.	Ctrl+Shift+L
Center text horizontally.	Ctrl+Shift+C
Align text right.	Ctrl+Shift+R
Justify text horizontally.	Ctrl+Shift+J
Top-align text vertically.	Ctrl+Shift+T
Center text vertically.	Ctrl+Shift+M
Bottom-align text vertically.	Ctrl+Shift+V

USE THE SNAP & GLUE FEATURES

To do this	Press
Open the Snap & Glue dialog box.	Alt+F9





GROUP, ROTATE, AND FLIP SHAPES

To do this	Press
Group the selected shapes.	Ctrl+G or Ctrl+Shift+G
Ungroup shapes in the selected group.	Ctrl+Shift+U
Bring the selected shape to the front.	Ctrl+Shift+F
Send the selected shape to the back.	Ctrl+Shift+B
Rotate the selected shape to the left.	Ctrl+L
Rotate the selected shape to the right.	Ctrl+R
Flip the selected shape horizontally.	Ctrl+H
Flip the selected shape vertically.	Ctrl+J
Open the Align Shapes dialog box for the selected shape.	F8







DISPLAY DRAWING WINDOWS

To do this	Press
Display the open drawing windows tiled vertically.	Shift+F7
Display the open drawing windows tiled horizontally.	Ctrl+Shift+F7
Display the open drawing windows so that you can see the title of every window.	Alt+F7 or Ctrl+Alt+F7

SELECT TOOLS

To do this	Press
Switch the Format Painter tool on or off ().	Ctrl+Shift+P
Select the Pointer Tool ().	Ctrl+1
Select the Connector tool ().	Ctrl+3
Select the connection point tool.	Ctrl+Shift+1
Select the text tool ().	Ctrl+2
Select the text box tool ().	Ctrl+Shift+4

SELECT DRAWING TOOLS

To do this	Press
Select the Rectangle Tool ().	Ctrl+8
Select the Ellipse Tool ().	Ctrl+9
Select the Line Tool ().	Ctrl+6
Select the Arc Tool ().	Ctrl+7
Select the Freeform Tool ().	Ctrl+5
Select the Pencil Tool ().	Ctrl+4

CROP A PICTURE

To do this	Press
Select the Crop tool ().	Ctrl+Shift+2

MOVE FROM SHAPE TO SHAPE IN A DRAWING PAGE

To do this	Press
Move from shape to shape on the drawing page. A dotted rectangle indicates the shape that has the focus.	Tab key

To do this	Press
<p>Note: You can't move to shapes that are protected against selection or on a locked layer.</p>	
Move from shape to shape on the drawing page in reverse order.	Shift+Tab
Select a shape that has focus.	Enter
<p>Note: To select multiple shapes, press the Tab key to bring focus to the first shape you want to select, and then press Enter. To bring the focus to another shape, press and hold down Shift, press the Tab key until the focus is over the shape you want, and then press Enter to add that shape to the selection. Repeat for each shape you want to select.</p>	
Clear selection of or focus on a shape.	Esc
Switch between text edit mode and shape selection mode on the selected shape.	F2
Nudge the selected shape.	Arrow keys
Nudge the selected shape 1 pixel at a time.	Shift+Arrow keys
<p>Note: Scroll Lock must be turned off.</p>	

WORK WITH MASTER SHAPES IN A STENCIL

To do this	Press
Move between master shapes in a stencil.	Arrow keys
Move to the first master shape in a row of a stencil.	Home
Move to the last master shape in a row of a stencil.	End
Move to the first master shape in a column of a stencil.	Page Up
Move to the last master shape in a column of a stencil.	Page Down
Copy the selected master shapes to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard to a new stencil.	Ctrl+V
<p>Note: The new stencil must first be opened for editing.</p>	
Select all the master shapes in a stencil.	Ctrl+A
<p>Note: To select multiple master shapes (instead of all), press the arrow keys to bring focus to the first master shape you want. To bring the focus to another master shape, press and hold down Shift, press the arrow keys until the focus is over the shape that you want, and then press Enter to add that shape to the selection. Repeat for each shape that you want to select.</p>	
Select or cancel selection of a master shape that has focus.	Shift+Enter
Cancel the selection of master shapes in a stencil.	Esc
Insert the selected master shapes into the drawing.	Ctrl+Enter

WORK WITH STENCILS IN EDIT MODE

To do this	Press
Delete the selected master shape.	Delete
Cut the selected master shape from the custom stencil and put it on the Clipboard.	Ctrl+X
Rename the selected master shape.	F2

WORK WITH WINDOWS

To do this	Press
Switch to the next window.	Alt+Tab
Close the active window.	Alt+F4
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once. Note: If pressing F6 doesn't display the task pane you want, try pressing Alt to put focus to the ribbon.	F6
Maximize a selected window.	Ctrl+F10
Restore the size of the Visio program window after you maximized it.	Ctrl+F5
Copy a picture of the screen to the Clipboard.	Print Screen
Copy a picture of the selected window to the Clipboard.	Alt+Print Screen
For any window with an icon in its title bar (for example, a shapes window), display the window shortcut menu.	Alt+Spacebar
Open the Page dialog box.	Shift+F4
Open the Reorder Pages dialog box.	Ctrl+Alt+P
Cycle the focus through open drawings.	Ctrl+Tab or Ctrl+F6
Cycle the focus through open drawings in reverse order.	Ctrl+Shift+Tab or Ctrl+Shift+F6
Cycle the focus through pages in a drawing, including any visible markup overlays.	Ctrl+Page Down
Cycle the focus through pages in a drawing in reverse order.	Ctrl+Page Up
When a task pane is active, select the next or previous option in the task pane.	Tab key or Shift+Tab

USE THE ONLINE HELP WINDOW

To do this	Press
Open the Help window.	F1
Close the Help window.	Alt+F4
Switch between the Help window and the active program.	Alt+Tab
Go back to Visio Help Home.	Alt+Home

To do this	Press
Select the next item in the Help window.	Tab
Select the previous item in the Help window.	Shift+Tab
Perform the action for the selected item.	Enter
Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.	Tab
Select the previous hidden text or hyperlink.	Shift+Tab
Perform the action for the selected Show All , Hide All , hidden text, or hyperlink.	Enter
Move back to the previous Help topic (Back button).	Alt+Left arrow key
Move forward to the next Help topic (Forward button).	Alt+Right arrow key
Scroll small amounts up or down, respectively, within the currently displayed Help topic.	Up arrow key or Down arrow key
Scroll larger amounts up or down, respectively, within the currently displayed Help topic.	Page Up or Page Down

WORK WITH TASK PANES

To do this	Press
Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) Note: If pressing F6 doesn't display the task pane you want, try pressing Alt to put the focus on the ribbon, and then press F6 to move to the task pane.	F6
When a task pane is active, select the next or previous option in the task pane.	Tab key or Shift+Tab
Move between choices on a selected submenu or move between options within a group of options in a dialog box.	Down arrow or Up arrow key
Open the selected menu, or perform the action assigned to the selected button.	Spacebar or Enter
Open a shortcut menu	Shift+F10
When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu.	Home or End

WORK WITH DIALOG BOXES

To do this	Press
Move to the next option or option group.	Tab key
Move to the previous option or option group.	Shift+Tab
Switch to the next tab in a dialog box.	Ctrl+Tab

To do this	Press
Switch to the previous tab in a dialog box.	Ctrl+Shift+Tab
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	Spacebar
Open a list if it is closed and move to a specific option in the list.	First letter of an option in a drop-down list
Select an option, or select or clear a check box.	Alt+The underlined letter in an option
Open the selected drop-down list.	Alt+Down arrow key
Close the selected drop-down list, or cancel a command and close a dialog box.	Esc
Perform the action assigned to the default button in a dialog box.	Enter

USE EDIT BOXES WITHIN DIALOG BOXES

To do this	Press
Move to the beginning of the entry.	Home
Move to the end of the entry.	End
Move one character to the left or right.	Left arrow or Right arrow key
Move one word to the left.	Ctrl+Left arrow key
Move one word to the right.	Ctrl+Right arrow key
Select or cancel selection one character to the left.	Shift+Left arrow key
Select or cancel selection one character to the right.	Shift+Right arrow key
Select or cancel selection one word to the left.	Ctrl+Shift+Left arrow key
Select or cancel selection one word to the right.	Ctrl+Shift+Right arrow key
Select from the insertion point to the beginning of the entry.	Shift+Home
Select from the insertion point to the end of the entry.	Shift+End

USE THE OPEN AND SAVE AS DIALOG BOXES

To do this	Press
Move to the next option or option group.	Tab
Move to the previous option or option group.	Shift+Tab
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button.	Enter or Spacebar

To do this	Press
Move to the Save as type list in the Save As dialog box.	Alt+T
Move to the File name box.	Alt+N
Move to the file type list in the Open dialog box.	Alt+T
Open a selected file in the Open dialog box.	Alt+O
Save the current file in the Save dialog box.	Alt+S
Open the selected drop-down list.	Alt+Down arrow key
Close the selected drop-down list, or cancel a command and close a dialog box.	Esc
Update the file list.	F5
Display a shortcut menu for a selected item such as a folder or file.	Shift+F10

ZOOM

To do this	Press
Zoom in.	Alt+F6
Zoom out.	Alt+Shift+F6
Fit the view to the window.	Ctrl+Shift+W