MICROSOFT VISIO
SHORTCUT KEYS

Select Various Tool/Shape Shortcuts

`CTRL` `1`	Select Painter Tool
`CTRL` `2`	Select Text Tool
`CTRL` `3`	Select Connector Tool
`CTRL` `4`	Select Pencil Tool
`CTRL` `SHIFT` `4`	Select TextBox Tool
`CTRL` `5`	Select the freedom Tool
`CTRL` `6`	Select Line Tool
`CTRL` `7`	Select Arc Tool
`CTRL` `8`	Select Rectangle Tool

`CTRL` `9`	Select Ellipse Tool
`CTRL` `SHIFT` `2`	Select Crop Tool
`CTRL` `SHIFT` `P`	Switch format painter on/off
`F2`	Rename the shape
`CTRL` `F`	Find Shape
`CTRL` `H`	Replace Shape
`CTRL` `C` `CTRL` `V` `CTRL` `X`	Copy,Paste and Cut respectively Shape
`DEL`	Delete the selected shape
`SHIFT` `↑↓←→`	Nudge selected Shape by 1 px

Format text

`ALT` `H`	Open the home tab
`F11`	Open text dialog box
`F3`	Open format task pane
`ALT` `F9`	Open the snap & glue features
`CTRL` `SHIFT` `L`	Align text left
`CTRL` `SHIFT` `R`	Align text right
`CTRL` `SHIFT` `C`	Align text center horizontally
`CTRL` `SHIFT` `J`	Justify text horizontally
`CTRL` `SHIFT` `T`	Top-Align text Vertically
`CTRL` `SHIFT` `M`	Align text center vertically

`CTRL` `SHIFT` `V`	Bottom align text vertically
`CTRL` `←`	Move one word to the left
`CTRL` `→`	Move one word to the right
`SHIFT` `←`	Select or cancel a character to the left
`SHIFT` `→`	Select or cancel a character to the right
`CTRL` `SHIFT` `←`	Select or cancel a word to the left
`CTRL` `SHIFT` `→`	Select or cancel a word to the right
`F5`	Update the file
`SHIFT` `F10`	Display shortcut menu for selected item
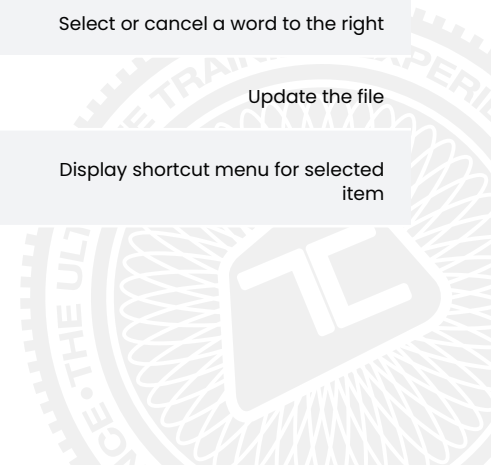
Format text (cont.)

`CTRL` `A`	Select all text	
`CTRL` `B`	Turn on /off Bold	
`CTRL` `U`	Turn on/off underline	
`CTRL` `I`	Turn on/off Italic	
`CTRL` `SHIFT` `D`	Turn on/off double underline	
`CTRL` `SHIFT` `A`	Turn on/off all caps	

`CTRL` `SHIFT` `K`	Turn on/off small caps
`CTRL` `+` `=`	Turn on/off subscript
`CTRL` `SHIFT` `=`	Turn on/off superscript
`CTRL` `SHIFT` `>`	Increase font size
`CTRL` `SHIFT` `<`	Reduce font size

Window/Navigation Shortcut

`HOME`	Move to the beginning
`END`	Move to the end of entry
`F5`	Full screen view
`ESC`	Exit Full screen view
`PG↓`	Open the next page in drawing
`PG↑`	Open the previous page in drawing
`ALT` `F6`	Zoom in
`ALT` `SHIFT` `F6`	Zoom out
`CTRL` `SHIFT` `W`	Fit to window
`ALT` `TAB`	Switch window in app

`ALT` `F4`	Close the current window
`CTRL` `F10`	Maximize the selected window
`CTRL` `F5`	Restore the size of visio program
`ALT` `SPACEBAR`	Display shortcut menu
`↑` `←` `↓` `→`	Move between shapes/text
`F1`	Open help window
`ALT` `F4`	Close help window
`ALT` `HOME`	Go back to Visio 16 Home
`CTRL` `TAB`	Cycle through open drawings

File Operation

CTRL **S**	Save Diagram
CTRL **O**	Open existing diagram
SHIFT **F4**	Open the page dialog box
CTRL **ALT** **P**	Open the recorder pages in dialog box

CTRL **Z**	Undo Changes
PRTSCN	Copy the picture from screen
ALT **PRTSCN**	Copy the picture from selected window