



PC KEYBOARD SHORTCUTS

| ACTION |  VISIO |  POWERPOINT |
|--------------------|---|--|
| NEW DOC/PRES. | CTRL + N | |
| NEW PAGE / SLIDE | SHIFT + fn + f11 | CTRL + M |
| SELECT ALL | CTRL + A | |
| COPY | CTRL + C | |
| CUT | CTRL + X | |
| PASTE | CTRL + V | |
| SAVE | CTRL + S | |
| SAVE AS | F12 | |
| UNDO | CTRL + Z | |
| REDO | CTRL + Y | |
| DUPLICATE | CTRL + D | |
| INCREASE FONT | CTRL + SHIFT + > | |
| DECREASE FONT | CTRL + SHIFT + < | |
| GROUP ITEMS | CTRL + G | |
| UNGROUP ITEMS | SHIFT + CTRL + U | CTRL + SHIFT + G |
| COPY ATTRIBUTES | CTRL + SHIFT + P (FORMAT PAINTER) | CTRL + SHIFT + C |
| PASTE ATTRIBUTES | | CTRL + SHIFT + V |
| SEND TO BACK | SHIFT + CTRL + B | CTRL + SHIFT + [|
| BRING TO FRONT | SHIFT + CTRL + F | CTRL + SHIFT +] |
| TEXT TOOL | CTRL + 2 | |
| FLIP HORIZONTAL | CTRL + H | |
| FLIP VERTICAL | CTRL + J | |
| ROTATE SHAPE LEFT | CTRL + L | |
| ROTATE SHAPE RIGHT | CTRL + R | |
| POINTER TOOL | CTRL + 1 | |
| PENCIL TOOL | CTRL + 4 | |
| FREEDOM | CTRL + 5 | |
| LINE | CTRL + 6 | |
| ARC | CTRL + 7 | |
| RECTANGLE | CTRL + 8 | |
| ELLIPSE | CTRL + 9 | |
| PRESENTATION MODE | F5 | |
| PRINT | CTRL + P | |