

# MICROSOFT VISIO® KEYBOARD SHORTCUTS

courtesy of



POINTER TOOL	CTRL + 1
TEXT TOOL	CTRL + 2
LINE TOOL	CTRL + 6
ARC TOOL	CTRL + 7
SELECT ALL	CTRL + A
COPY	CTRL + C
CUT	CTRL + X
PASTE	CTRL + V
NEW DOCUMENT	CTRL + N
FLIP VERTICAL	CTRL + J
FLIP HORIZONTAL	CTRL + H
ROTATE SHAPE LEFT	CTRL + L
ROTATE SHAPE RIGHT	CTRL + R
GROUP ITEMS	CTRL + G
UNGROUP ITEMS	SHIFT + CTRL + U
BRING ITEM(S) TO FRONT	SHIFT + CTRL + F
SEND ITEM(S) TO BACK	SHIFT + CTRL + B
FORMAT PAINTER	SHIFT + CTRL + P
DECREASE FONT SIZE	SHIFT + CTRL + <
INCREASE FONT SIZE	SHIFT + CTRL + >
SAVE AS	F12

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