

*Drawing Tools*

Arc tool	CTRL+7
Connection Point tool	CTRL+SHIFT+1
Connector tool	CTRL+3
Crop tool	CTRL+SHIFT+2
Ellipse tool	CTRL+9
Freeform tool	CTRL+5
Line tool	CTRL+6
Pencil tool	CTRL+4
Pointer tool	CTRL+1
Rectangle tool	CTRL+8
Rotation tool	CTRL+0 (zero)
Stamp tool	CTRL+SHIFT+3
Text tool	CTRL+2
Text Block tool	CTRL+SHIFT+4

*Text Formatting*

<b>Bold</b>	CTRL+B
<i>Italic</i>	CTRL+I
<u>Underline</u>	CTRL+U
<u>Double underline</u>	CTRL+SHIFT+D
ALL CAPS	CTRL+SHIFT+A
SMALL CAPS	CTRL+SHIFT+K

## Visio 2002 Keyboard Shortcuts

Actual Size	CTRL+SHIFT+I
Display entire page	CTRL+W
Zoom In	CTRL+SHIFT+left-click
Zoom Out	CTRL+SHIFT+right-click
Zoom marquee	CTRL+SHIFT+left-drag
Grabber hand	CTRL+SHIFT+right-drag
Align Shapes	F8
Copy	CTRL+C
Cut	CTRL+X
Duplicate	CTRL+D
Field	CTRL+F9
Fill	F3
Flip Horizontal	CTRL+H
Flip Vertical	CTRL+J
Display Text dialog box, Font tab	F11
Toggle Glue on or off	F9
Group	CTRL+G
Display Help	F1
Insert hyperlink	CTRL+K

Line	SHIFT+F3
Macros	ALT+F8
New drawing based on open drawing	CTRL+N
Open	CTRL+O
Close drawing file	CTRL+F4
Restore size of program window.	ALT+F5
Maximize program window	ALT+F10
Full Screen view	F5
Go To Page	SHIFT+F4
Display paragraph dialog box	SHIFT+F11
Paste	CTRL+V
Print	CTRL+P
Print Preview	CTRL+F2
Display Print Setup dialog box	SHIFT+F5
Display Reorder Pages dialog box	CTRL+ALT+P
Redo	ALT+SHIFT+BACKSPACE
Redo	CTRL+Y
Repeat	F4
Find	CTRL+F

Rotate Left	CTRL+L
Rotate Right	CTRL+R
Save	CTRL+S
Save As	F12
Save Workspace	ALT+F12
Select All	CTRL+A
Send to Back	CTRL+SHIFT+B
Toggle Snap on or off	SHIFT+F9
Snap & Glue	ALT+F9
Spelling checker	F7
Display tabs dialog box	CTRL+F11
Tile Horizontally	SHIFT+F7
Tile Vertically	CTRL+SHIFT+F7
Undo	CTRL+Z
Undo	ALT+BACKSPACE
Ungroup	CTRL+SHIFT+U
Display entire page	CTRL+W
Zoom	F6