

Visio 2013 Keyboard Shortcuts

Visio-specific tasks

—Format text

To do this	Press
Open the Home tab in the ribbon	ALT+H
Open the Text dialog box.	F11
Open the Format task pane.	F3

—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






—View 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

Visio-specific toolbars


—Select tools

To do this	Press
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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 the 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

Visio shapes and stencils

—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
Note You cannot move to shapes that are protected against selection or on a locked layer.	
Move from shape to shape on the drawing page in reverse order.	SHIFT+TAB
Select a shape that has focus.	ENTER

Note To select multiple shapes, press the TAB key to bring focus to the first shape you want to select, and then press ENTER. Hold down SHIFT while you press the TAB key to bring focus to another shape. When the focus rectangle is over the shape you want, press ENTER to add that shape to the selection. Repeat for each shape you want to select.

Clear selection of or focus on a shape.	ESC
Switch between text edit mode and shape selection mode on a selected shape.	F2

Nudge a selected shape.	Arrow keys
Nudge a selected shape 1 pixel at a time.	SHIFT+Arrow keys
Note SCROLL LOCK must be turned off.	

—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
Note The new stencil must first be opened for editing.	

Select all the master shapes in a stencil.	CTRL+A
Note To select multiple master shapes, press the arrow keys to bring focus to the first master shape you want. Hold down SHIFT while you press the arrow keys to bring focus to another master. When the focus rectangle is over the master you want, press ENTER to add that master to the selection. Repeat for each master you want to select.	
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

Online Help

—Keyboard shortcuts for using the Help window

The Help window provides access to all Office Help content. The Help window displays topics and other Help content.

In the Help window

To do this	Press
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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 Microsoft Visio 2010 Home.	ALT+HOME
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
Move forward to the next Help topic (Forward button).	ALT+RIGHT ARROW
Scroll small amounts up or down, respectively, within the currently displayed Help topic.	UP ARROW or DOWN ARROW
Scroll larger amounts up or down, respectively, within the currently displayed Help topic.	PAGE UP or PAGE DOWN
Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).	SHIFT+F10
Stop the last action (Stop button).	ESC
Refresh the window (Refresh button).	F5
Switch among areas in the Help window; for example, switch between the toolbar, address bar, and Search list.	F6
In a Table of Contents in tree view, select the next or previous item, respectively.	UP ARROW or DOWN ARROW
In a Table of Contents in tree view, expand or collapse the selected item, respectively.	LEFT ARROW or RIGHT ARROW

Microsoft Office basics

—Display and use 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.	F6

Note If pressing F6 does not display the task pane you want, try pressing ALT to put focus on the ribbon.

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 or SHIFT+TAB

—Change or resize the font

To do this	Press
Increase the font size of the selected text.	CTRL+SHIFT+>
Decrease the font size of the selected text.	CTRL+SHIFT+<

—Move around in text or cells

To do this	Press
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Move one line up.	UP ARROW
Move one line down.	DOWN ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Move to the end of a line.	END
Move to the beginning of a line.	HOME
Move up one paragraph.	CTRL+UP ARROW
Move down one paragraph.	CTRL+DOWN ARROW

Move to the end of a text box. CTRL+END

Move to the beginning of a text box. CTRL+HOME

—Access and use 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.)	F6
Note If pressing F6 does not display the task pane you want, try pressing ALT to put the focus on the ribbon and then pressing F6 to move to the task pane.	
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.	DOWN ARROW or UP ARROW
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

—Float or anchor task panes

Press F6 repeatedly to select the task pane that you want.

Press ALT+SPACEBAR to open the menu for that task pane.

Press the DOWN ARROW key to select the Float Window command, and then press ENTER.

—Use 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
Switch to the next tab in a dialog box.	CTRL+TAB
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 the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW

Close a selected drop-down list; cancel a command and close a dialog box.	ESC
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Perform the action assigned to a default button in a dialog box.	ENTER
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—Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path of a folder.

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
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or cancel selection one character to the left.	SHIFT+LEFT ARROW
Select or cancel selection one character to the right.	SHIFT+RIGHT ARROW
Select or cancel selection one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or cancel selection one word to the right.	CTRL+SHIFT+RIGHT ARROW
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, SPACEBAR
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 a selected drop-down list.	ALT+DOWN ARROW
Close a selected drop-down list; 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

Text

—Edit text

To do this	Press
Move to the next or previous character, respectively, in a line of text.	RIGHT ARROW or LEFT ARROW
Move to the next or previous line of text, respectively.	DOWN ARROW or UP ARROW
Move to the next or previous word, respectively, in a line of text.	CTRL+RIGHT ARROW or CTRL+LEFT ARROW
Move to the next or previous paragraph, respectively.	CTRL+DOWN ARROW or CTRL+UP ARROW
Select all the text in a text block.	CTRL+A
Select the next or previous character, respectively.	SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Select the next or previous word, respectively.	CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Select the next or previous line, respectively.	SHIFT+DOWN ARROW or SHIFT+UP ARROW
Select the next or previous paragraph, respectively.	CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
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

—Format text

To do this	Press
Turn bold (B) on or off.	CTRL+B
Turn italic (<i>I</i>) on or off.	CTRL+I
Turn underline (<u>U</u>) on or off.	CTRL+U
Turn double underline on or off.	CTRL+SHIFT+D
Turn all caps on or off.	CTRL+SHIFT+A
Turn small caps on or off.	CTRL+SHIFT+K
Turn subscript (x_2) on or off.	CTRL+=
Turn superscript (x^2) on or off.	CTRL+SHIFT+=
Increase the font size of the selected text.	CTRL+SHIFT+>

Decrease the font size of the selected text. CTRL+SHIFT+<

—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

Zoom and navigation

—Navigate the Ribbon

Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



Press the letter shown in the KeyTip over the feature that you want to use.

Depending on which letter you press, you may be shown additional KeyTips. For example, if the Home tab is active and you press N, the Insert tab is displayed, along with the KeyTips for the groups on that tab.

Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command. For example, if the Home tab is active, press ALT+H, F, S will take you to the Size list box in the Font group.

Note To cancel the action that you are taking and hide the KeyTips, press ALT.

—Zoom

To do this	Press
Zoom in.	ALT+F6
Zoom out.	ALT+SHIFT+F6
Fit to window	CTRL+SHIFT+W

—Move around in full-screen view

Use these keyboard shortcuts to move between Visio and another program or page when you are in full-screen view.

To do this	Press
Enter full-screen view	F5
Exit full-screen view	ESC
Open the next page in the drawing.	PAGE DOWN
Return to the previous page in the drawing.	PAGE UP

—Move around 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
Activate the hyperlink for the shape or hyperlink on the drawing that has focus.	ENTER