

Microsoft Visio Keyboard Shortcuts

Zooming

Ctrl + Shift + Left click = Zoom in.
Ctrl + Shift + Right click = Zoom out
Ctrl + Shift + click & drag = Define zoom area
CTRL+SHIFT+I = Zoom to 100%

General

Ctrl + Z = Undo	CTRL+F4 = Close
Ctrl + Y = Redo	CTRL+P = Print
CTRL+N = new	CTRL+F2 = Print Preview window
Ctrl + O = Open	Ctrl + A = Select all objects
Ctrl + S = Save	F4 = Repeat
F12= Save As	F5 = full-screen view
CTRL+W = Closes the active file	ALT+F9 = Snap & Glue dialog box

SHIFT+F5 = Print Setup tab in the Display Page Setup dialog box

Shape Control

CTRL+G = Group
CTRL+SHIFT+U = Ungroup
CTRL+SHIFT+F = Bring the selected shape to the front
CTRL+SHIFT+B = Send the selected shape to the back
CTRL+L = Rotate the selected shape to the left
CTRL+R = Rotate the selected shape to the right
CTRL+H = Flip the selected shape horizontally
CTRL+J = Flip the selected shape vertically
F8 = Open the Align Shapes dialog box F1= Help