



Microsoft Visio is a versatile software tool that allows you to effectively communicate complex ideas, processes, and systems in a visually appealing manner. We recommend keeping a copy of our Microsoft Visio shortcuts sheet readily accessible on your desktop for quick reference, enabling you to unleash the full potential of Visio and create professional-looking diagrams with ease.

## Frequently Used Shortcuts

<b>F5</b>	Enter full screen-view
<b>Esc</b>	Exit the full-screen view
<b>F11</b>	Open the Text dialog box
<b>F3</b>	Open the Format Shape task pane
<b>Ctrl + Shift + F</b>	Bring the selected shape to the front
<b>Ctrl + 1</b>	Select the Pointer Tool
<b>Ctrl + 2</b>	Select the text Tool
<b>Ctrl + Shift + 4</b>	Select the text box tool

## Edit and Align Text

<b>Ctrl + Shift + &gt;</b>	Increase the font size of the selected text
<b>Ctrl + Shift + &lt;</b>	Decrease the font size of the selected text
<b>Ctrl + A</b>	Select all the text in a text box
<b>Ctrl + Shift + L</b>	Align text left
<b>Ctrl + Shift + C</b>	Center text horizontally
<b>Ctrl + Shift + R</b>	Align text right
<b>Ctrl + Shift + T</b>	Top-align text vertically
<b>Ctrl + Shift + M</b>	Center text vertically
<b>Ctrl + Shift + V</b>	Bottom-align text vertically



## Group, Rotate, and Flip Shapes

<b>Ctrl + G</b>	Group the selected shapes
<b>Ctrl + Shift + U</b>	Ungroup shapes in the selected group
<b>Ctrl + Shift + F</b>	Bring the selected shape to the front
<b>Ctrl + Shift + B</b>	Send the selected shape to the back
<b>Ctrl + L</b>	Rotate the selected shape to the left
<b>Ctrl + R</b>	Rotate the selected shape to the right
<b>Ctrl + H</b>	Flip the selected shape horizontally
<b>Ctrl + J</b>	Flip the selected shape vertically
<b>F8</b>	Open the Align Shapes dialog box for the selected shape

Put these keyboard shortcuts into use in our Visio training. We offer two levels: [Level 1 \(Basic\)](#) and [Level 2 \(Advanced\)](#). [Contact us](#) today to learn about your training options.

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