

# Visio 2010\*

## Quick Reference Card

### General

Open File <Ctrl> + <O>  
Close File <Ctrl> + <F4>  
New Drawing <Ctrl> + <N>  
Cascade <Alt> + <F7>  
**Full Screen <F5>**  
Print <Ctrl> + <P>  
Print Preview <Ctrl> + <F2>  
Display Help <F1>  
Save <Ctrl> + <S>  
**Pointer Tool <Ctrl> + <1>**  
**Connector Tool <Ctrl> + <3>**  
**Text Tool <Ctrl> + <2>**

### Editing

Cut <Ctrl> + <X>  
**Copy <Ctrl> + <C>**  
**Paste <Ctrl> + <V>**  
Duplicate <Ctrl> + <D>  
Redo <Ctrl> + <Y>  
Undo <Ctrl> + <Z>  
Repeat <F4>  
Find <Ctrl> + <F>  
Spelling <F7>

### Formatting Text

Bold <Ctrl + <B>  
Italics <Ctrl + <I>  
Underline <Ctrl + <U>  
Double <Ctrl> + <Shift> + <D>  
Underline  
Small Caps <Ctrl> + <Shift> + <K>

### Drawing

Actual Size <Ctrl> + <Shift> + <I>  
Align Shapes <F8>  
Bring to Front <Ctrl> + <Shift> + <F>  
Send to Back <Ctrl> + <Shift> + <B>  
Flip Horizontal <Ctrl> + <H>  
Flip Vertical <Ctrl> + <J>  
Group <Ctrl> + <G>  
Ungroup <Ctrl> + <Shift> + <U>  
Line <Shift> + <F3>  
Rotate Left <Ctrl> + <L>  
Rotate Right <Ctrl> + <R>