



# Visio Shortcuts

www.nhireland.ie

10% online discount code: PenPal  
tiny.cc/penpal



New Horizons  
Computer Learning Centres  
www.NewHorizonsIreland.ie

## GENERAL

Open file



Close file



New drawing



Cascade



Full screen



Print



Print preview



Save



Find



Help



## DRAWING

Actual size



Align shapes



Fill



Bring to the front



Send to the back



Flip horizontal



Flip vertical



Rotate left



Rotate right



## DRAWING

Group



Ungroup



Line



Toggle snap



Snap and glue



Move from shape to shape



Deselect shape



Nudge selected shape



Pointer tool



## TEXT

Bold



Italics



Underline



Double underline



Small caps



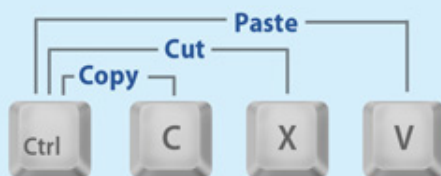
Increase or decrease font size



Switch windows



## GENERAL



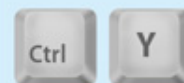
Select All



Undo



Redo



Switch between open windows



Zoom in



Zoom out



Fold along the lines and glue here.



\*Please note that some shortcuts may be version specific.