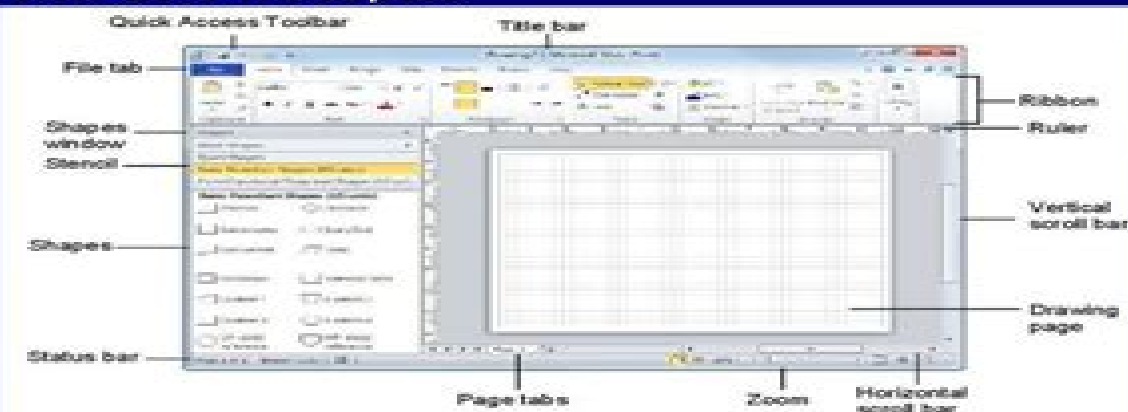


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Visio 2010 Workspace



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Diagram from a Template: Click the **File** tab, select **New**, select the template you wish to use, and click **Create**. Or, press **<Ctrl> + <N>**.
- To Create a New Diagram from Scratch: Click the **File** tab, select **New**, and click the **Create** button. Or, press **<Ctrl> + <N>**.
- To Insert a Shape: Click and drag the shape from the stencil in the Shapes window to the desired location in the diagram.
- To Add Text to a Shape: Click the shape and start typing.
- To Select a Shape: Click it.
- To Move a Shape: Select the shape and drag it to a new location.
- To Resize a Shape: Select the shape and drag one of its sizing handles.
- To Delete a Shape: Select the shape(s) and press **<Delete>**.

- To Open a Diagram: Click **File** tab and select **Open**. Or, press **<Ctrl> + <O>**.
- To Save a Diagram: Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Print a Diagram: Click the **File** tab and select **Print**. Or, press **<Ctrl> + <P>**.
- To View Advanced Printing Options: Click the **File** tab and select **Print**. Select the options under Settings.
- To View a Diagram in Full Screen Mode: Press **<F11>**. Use the mouse or the arrow keys to navigate between pages.
- To Change Page Orientation: Click the **Design** tab on the Ribbon and click the **Orientation** button in the Page Setup group. Select **Portrait** or **Landscape**.
- To Find a Shape: Click the **More Shapes** title bar in the Shapes window and select **Search for Shapes**. Click the list arrow, enter the search term, and press **<Enter>**.
- To Minimize the Ribbon: Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F11>**. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- To Close a Diagram: Click the **Close** button. Or, press **<Ctrl> + <F4>**.

Keyboard Shortcuts

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>

Drawing

Actual Size	<Ctrl> + <Shift> + <J>
Align Shapes	<F8>
Bring to Front	<Ctrl> + <Shift> + <F>
Send to Back	<Ctrl> + <Shift> +
Fill	<F3>
Flip Horizontal	<Ctrl> + <H>
Flip Vertical	<Ctrl> + <V>
Group	<Ctrl> + <G>
Ungroup	<Ctrl> + <Shift> + <U>
Line	<Shift> + <F3>
Rotate Left	<Ctrl> + <L>
Rotate Right	<Ctrl> + <R>
Toggle Snap	<Shift> + <F9>
Snap and Glue	<Alt> + <F9>

Editing

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

Formatting Text

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

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D Kirk



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