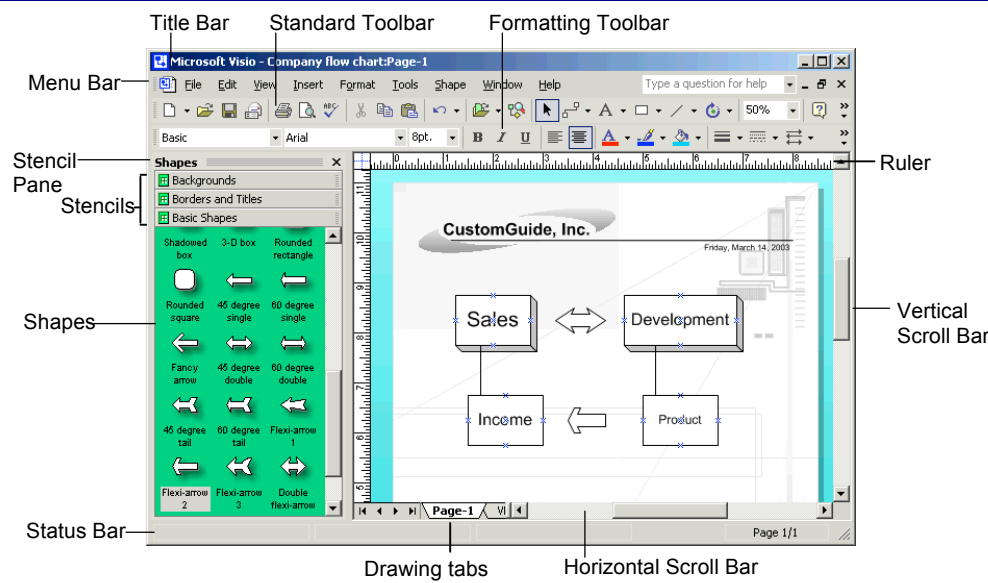


Microsoft®
Visio 2002
 Quick Reference Card

The Visio 2002 Workspace

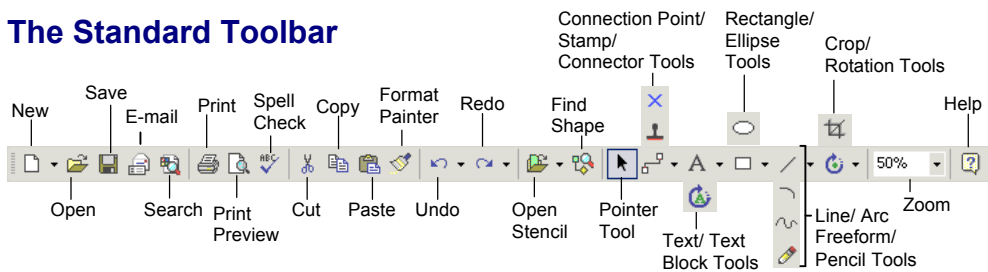


Keyboard Shortcuts

| | |
|------------------|------------------------|
| Actual Size | <Ctrl> + <Shift> + <I> |
| Align Shapes | <F8> |
| Bring to Front | <Ctrl> + <Shift> + <F> |
| Send to Back | <Ctrl> + <Shift> + |
| Cascade | <Alt> + <F7> |
| Cut | <Ctrl> + <X> |
| Copy | <Ctrl> + <C> |
| Duplicate | <Ctrl> + <D> |
| Field | <Ctrl> + <F9> |
| Fill | <F3> |
| Flip Horizontal | <Ctrl> + <H> |
| Flip Vertical | <Ctrl> + <J> |
| Toggle Glue | <F9> |
| Group | <Ctrl> + <G> |
| Ungroup | <Ctrl> + <Shift> + <U> |
| Display Help | <F1> |
| Insert Hyperlink | <Ctrl> + <K> |
| Line | <Shift> + <F3> |
| Macros | <Alt> + <F8> |
| New Drawing | <Ctrl> + <N> |
| Open | <Ctrl> + <O> |
| Close File | <Ctrl> + <F4> |
| Full Screen | <F5> |
| Print Preview | <Ctrl> + <F2> |
| Redo | <Ctrl> + <Y> |
| Undo | <Ctrl> + <Z> |
| Repeat | <F4> |
| Find | <Ctrl> + <F> |
| Rotate Left | <Ctrl> + <L> |
| Rotate Right | <Ctrl> + <R> |
| Save | <Ctrl> + <S> |
| Save Workspace | <Alt> + <F12> |
| Toggle Snap | <Shift> + <F9> |
| Snap and Glue | <Alt> + <F9> |
| Spelling | <F7> |

Fundamentals

The Standard Toolbar



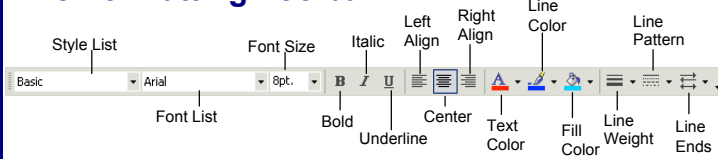
- **To Create a New Drawing from a Template:** Select **File** → **New** → **Choose Drawing Type** from the menu. Click on a **Drawing Type Category folder** and select a template. Or, click the **New button list arrow**, select a Drawing Category and select a template.
- **To Create a New Drawing:** Click the **New button**, or press **<Ctrl> + <N>**.
- **To Open a Drawing:** Click the **Open button** on the Standard toolbar, or select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Drawing:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To E-mail a Drawing:** Click the **E-mail button** on the Standard toolbar or select **File** → **Send to** → **Mail Recipient** from the menu.
- **To Print a Drawing:** Click the **Print button** on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- **To Open a Stencil:** Click the **Open Stencil button**, or select **File** → **Stencils** → **Open Stencil** from the menu.
- **To Find a Shape:** Click the **Find Shape button**, or select **File** → **Find Shape** from the menu.
- **To Select Objects:** Click the **Pointer Tool button**, or select **File** → **Find Shape**.
- **To Use a Tool:** Click the tool group's list arrow and select the tool.
 - **Connector:** Click and drag between connection points to connect shapes
 - **Rectangle:** Draw a rectangle shape
 - **Ellipse:** Draw an ellipse shape
 - **Connection Point:** Press <Ctrl> and click to add a connection point.
 - **Line:** Draw a line
 - **Arc:** Draw an arc
 - **Stamp:** Click a stencil object and click on the drawing to insert duplicates
 - **Freeform Shape:** Draw a freeform shape
 - **Pencil:** Change the curve of a freeform shape
 - **Text:** Click the drawing to insert or edit text
 - **Rotation:** Rotate any selected object
 - **Text Block:** Select or rotate a text block
 - **Crop:** Remove parts of an image

Text

| | |
|------------------|------------------------|
| Bold | <Ctrl + |
| Italics | <Ctrl + <I> |
| Underline | <Ctrl + <U> |
| Double Underline | <Ctrl> + <Shift> + <D> |
| Small caps | <Ctrl> + <Shift> + <K> |

Formatting

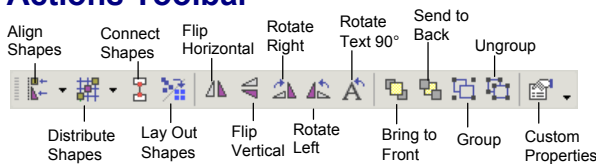
The Formatting Toolbar



- **To Format Selected Text:** Change the style of text by clicking the **B** **Bold button**, **I** **Italics button**, or **U** **Underline button** on the Formatting toolbar.
Change the font type by selecting a font from the **Times New Roman** **Font list** on the Formatting toolbar.
Change the font size by selecting the pt. size from the **12** **Font Size list**.
- **To Change Text Alignment:** Select the text and click the appropriate alignment button (**Left**, **Center**, or **Right**) on the Formatting toolbar.
- **To Format a Line:** Select the line you want to format. Click the **Line Weight button list arrow** to change the width of the line, click the **Line Pattern button list arrow** to change the line design, and click the **Line Ends button list arrow** to add an end to the line.

Shapes

The Actions Toolbar



- **To Insert a Shape:** Click and drag the shape from the stencil to the desired location on the drawing.
- **To Insert Duplicate Shapes:** Click the **Stamp Tool** on the Standard toolbar, click the desired shape, then click where you want to add the shape.
- **To Delete a Shape:** Select the shape(s) and press **<Delete>**.
- **To Add Text to a Shape:** Double-click the shape and type.
- **To Move a Shape:** Select the shape and drag it to a new location.
- **To Align Shapes:** Select the shapes you want to align and press **<F8>** or click the **Align Shapes button** on the Actions toolbar, or select **Shape** → **Align Shapes** from the menu. Click the alignment you want to use and click **OK**.
- **To Distribute Shapes:** Select the shapes you want to distribute and click the **Distribute Shapes button** on the Actions toolbar, or select **Shape** → **Distribute Shapes** from the menu. Click the distribution you want to use and click **OK**.
- **To Connect Shapes:** Select the shapes you want to connect and click the **Connect Shapes button** on the Actions toolbar, or select **Shape** → **Connect Shapes** from the menu. Or, select a connector shape from a stencil, drag it onto the drawing and drag the connector ends to the appropriate connection points.
- **To Lay Out Shapes:** Select the shapes you want to lay out and click the **Lay Out Shapes button** on the Actions toolbar, or select **Shape** → **Lay Out Shapes** from the menu. Select the lay out formatting or properties you want to use and click **OK**.
- **To Resize a Shape:** Select the shape and drag the sizing handle to change shape width. Tip: the status bar displays the actual size of the selected shape.
- **To Group Shapes:** Select the shapes you want to group and click the **Group button** on the Actions toolbar, or select **Shape** → **Grouping** → **Group** from the menu, or press **<Ctrl> + <G>**.

Templates and Stencils

- A template predetermines everything you need to create a specific type of drawing, such as the page size, stencils, and text formatting.
- There are eight Drawing Template Categories, and a total of 23 Drawing Templates.
- A stencil is a collection of related shapes.
- There are 42 stencils in Visio, and each Drawing Template has a different set of stencils assigned to it.

Template Category

Block Diagram: Block diagrams visually represent concepts and processes, including data structure, hierarchical information, and data flow.

Building Plan: Office layouts show a building's interior—the location of cubicles, walls, doors, windows, office furniture, and electrical fixtures.

Flowchart: Flowcharts are visual representations of a process.

Forms and Charts: Marketing charts and diagrams often use symbols to communicate concepts and illustrate data.

Map: Directional maps can include roads, trees, bridges, rivers, houses, buildings, road signs, and other landmarks.

Network: Physical network diagrams represent an organization's network, including the cabling and physical hardware.

Organization Chart: Organization charts show reporting relationships and how employees are grouped into departments.

Project Schedule: Timelines visually represent a sequence of events or procedures.

Available Templates

- Basic Diagram**
- Block Diagram**
- Block Diagram with Perspective**
- Office Layout**

- Audit Diagram**
- Basic Flowchart**
- Cause and Effect Diagram**
- Cross Functional Flowchart**
- Mind Mapping Diagram**
- TQM Diagram**
- Work Flow Diagram**

- Charts and Graphs**
- Form Design**
- Marketing Charts and Diagrams**

- Directional Map**
- Directional Map 3D**

- Basic Network**

- Organization Chart**
- Organization Chart Wizard**

- Calendar**
- Gantt Chart**
- PERT Chart**
- Timeline**

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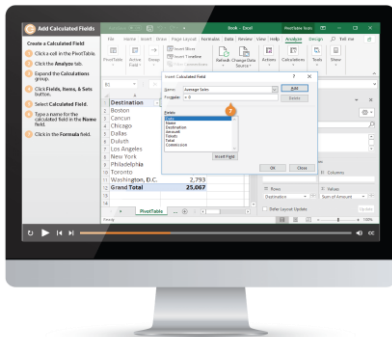
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