

# Keyboard Shortcuts in Microsoft Project

## Activate

Application Control menu	ALT+SPACEBAR
Context-sensitive Help pointer	SHIFT+F1
Entry bar to edit text in a field	F2
Menu bar	F10 or ALT
Next project window	CTRL+F6
Other pane in combi view	F6
Previous project window	CTRL+SHIFT+F6
Project Control menu	ALT+HYPHEN
Split bar	SHIFT+F6

## Apply

Same filter again	CTRL+F3
Same sort order again	CTRL+SHIFT+F3

## Calculate

Active project	SHIFT+F9
All open projects	F9

## Close

Application window	ALT+F4
Project window	CTRL+F4

## Display

All tasks or all resources	F3
Column Definition dialog box	ALT+F3
Maximize project window	CTRL+F10
Move project window	CTRL+F7
Open Help	F1
Reduce selection to a single field	SHIFT+BACKSPACE
Reset sort to ID order	SHIFT+F3
Restore project window	CTRL+F5
Select drawing object	F6
Size project window	CTRL+F8
Go to end of timeline	ALT+End
Go to start of timeline	ALT+Home
Go to top of Table	CTRL+Home

## Turn on/off

Add To Selection mode	SHIFT+F8
Auto Calculate	CTRL+F9
Extend Selection mode	F8

## Edit Menu Commands

Clear Contents	CTRL+DEL
Copy	CTRL+C
Cut	CTRL+X
Delete	DEL or CTRL+ - (MINUS SIGN on the numeric keypad)
Fill Down	CTRL+D
Find	CTRL+F or SHIFT+F5
Find, Next button	SHIFT+F4
Find, Previous button	CTRL+SHIFT+F4
Go To	F5
Link Tasks	CTRL+F2
Unlink Tasks	CTRL+SHIFT+F2
Paste	CTRL+V
Undo	CTRL+Z

## File Menu Commands

New	CTRL+N or F11
Open	CTRL+O
Print	CTRL+P
Save	CTRL+S
Save As	F12 or ALT+F2

## Insert Menu Commands

Insert	INS or CTRL+PLUS SIGN (on the numeric keypad)
Task Information	SHIFT+F2
Resource Information	SHIFT+F2
Resource Assignment	ALT+F8

## Window Menu Command

New Window	SHIFT+F11 or ALT+SHIFT
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