M P you G

Where Project Managers and Microsoft® Meet

Microsoft® Project Keyboard Shortcuts

Keystroke	Result
Alt + F3	Show the Field Settings dialog box
Alt + F4	Closes Project Help Window
Alt + F10	Assign Resources
Alt + End	Move to the End of Project
Alt + Home	Move to the Beginning of Project
Alt + Print Screen	Copy Picture of the Selected Window to the Clipboard
Alt + Shift + -	Hide Subtasks
Alt + Shift + *	Show All Tasks
Alt + Shift + =	Show Subtasks
Alt + Shift + Left Arrow	Outdent a Task
Alt + Shift + Right Arrow	Indent a Task
Alt + Shift + Tab	Switch to Previous Window
Alt + Spacebar	Alt + Hyphen	Control Menu Will be Activated
Alt + Tab	Next Window
Arrow Keys	Move Between Tasks
Ctrl + End	Move to End of Text Box
Ctrl + F2	Links Selected Tasks
Ctrl + F5	Ctrl + F10	Restore the Size of the Active Window After Maximizing it
Ctrl + F6	Multiple Open Windows, Switch to Next Window
Ctrl + F9	Turn On or Off Auto Calculate
Ctrl + C	Copy
Ctrl + D	Fill Down
Ctrl + F	Opens Find Dialog Box
Ctrl + G	Opens 'Go To' Dialog Box
Ctrl + K	Insert Hyperlink
Ctrl + N	Opens a New Blank Project
Ctrl + P	Print
Ctrl + S	Save
Crtl + V	Paste
Crtl + Alt + V	Paste Special
Crtl + X	Cut
Ctrl + Z	Undo
Ctrl + Click	Add object to a multi-section
Ctrl + Home	Move to Beginning of a Text Box
Ctrl + Right Arrow	Move One Word to the Right
Ctrl + Left Arrow	Move One Word to the Left
Ctrl + F12	Ctrl + O	Open Project File
Ctrl + Shift + A	Change Task to 'Auto Schedule'
Ctrl + Shift + F2	Unlink Selected Tasks

Ctrl + Shift + F6	Switch to Previous Window
Ctrl + Shift + M	Change Task to 'Manually Schedule'
Ctrl + Space	Select Current Column
Ctrl + Up Arrow | Ctrl + Down Arrow	Jump to First Row | Jump to Last Row
Ctrl + W or Ctrl + F4	Close Active Project Window
F1	Opens Project Help Window
F2	Edit Task (or Other Field)
F3	With Column Filter Active: Remove All Filters
F7	Start Spellcheck
F8	Extend Selection Mode On/Off
F12	Save As
Home | End	Jump to First Cell/Jump to Last Cell in Row
Insert	Inserts new task
Print Screen	Copy a Picture of the Entire Screen to the Clipboard
Shift + F2	Opens the Task Information Dialog Box
Shift + F6	Activate Split Bar
Shift + F8	Turn off or on the add to selection mode
Shift + F10	Shortcut Menu
Shift + F11	Open new window
Shift + Space	Select Current Row
Shift + Tab	Move to previous cell