

## Microsoft Project Shortcut Keys

### General Shortcuts

<i>New File</i> .....	<b>CTRL N or F11</b>
<i>Open Existing File</i> .....	<b>CTRL O</b>
<i>Close window</i> .....	<b>CTRL F4</b>
<i>Save File</i> .....	<b>CTRL S</b>
<i>Save As</i> .....	<b>F12</b>
<i>Close File</i> .....	<b>CTRL W</b>
<i>Print Dialog box</i> .....	<b>CTRL P</b>
<i>Help menu</i> .....	<b>F1</b>
<i>What's This Help Tool</i> .....	<b>SHIFT F1</b>
<i>Spell Check</i> .....	<b>F7</b>
<i>Cut</i> .....	<b>CTRL X</b>
<i>Copy</i> .....	<b>CTRL C</b>
<i>Paste</i> .....	<b>CTRL V</b>
<i>Undo</i> .....	<b>CTRL Z</b>
<i>Clear Contents</i> .....	<b>CTRL Delete</b>
<i>Fill Down</i> .....	<b>CTRL D</b>
<i>Fill Right</i> .....	<b>CTRL R</b>
<i>Find</i> .....	<b>CTRL F</b>
<i>Replace</i> .....	<b>CTRL H</b>
<i>Go To</i> .....	<b>CTRL G or F5</b>
<i>Hyperlink</i> .....	<b>CTRL K</b>
<i>Turn on/off Extend Selection mode</i> .....	<b>F8</b>
<i>Turn on/off Add To Selection mode</i> .....	<b>SHIFT F8</b>
<i>Macros Dialog box</i> .....	<b>ALT F8</b>

### Task Shortcuts

<i>New Task</i> .....	<b>Insert</b>
<i>Link Tasks</i> .....	<b>CTL F2</b>
<i>Hide subtasks</i> .....	<b>ALT SHIFT -</b>
<i>Indent</i> .....	<b>ALT SHIFT →</b>
<i>Show subtasks</i> .....	<b>ALT SHIFT =</b>
<i>Show all tasks</i> .....	<b>ALT SHIFT *</b>
<i>Display all filtered tasks or filtered resources</i> .....	<b>F3</b>
<i>Display task, resource or assignment info</i> .....	<b>SHIFT F2</b>
<i>Task Information</i> .....	<b>SHIFT F2</b>

### Other Shortcuts

<i>Assign resources</i> .....	<b>ALT F10</b>
<i>Go to next overallocation</i> .....	<b>ALT F5</b>
<i>Move to task on Gantt Chart</i> .....	<b>CTRL SHIFT F5</b>
<i>Build Team from Enterprise</i> .....	<b>CTRL T</b>
<i>Reset sort to ID order</i> .....	<b>SHIFT F3</b>
<i>Apply the sort order again</i> .....	<b>CTRL SHIFT F3</b>
<i>Apply the same filter again</i> .....	<b>CTRL F3</b>
<i>Calculate all open projects</i> .....	<b>F9</b>
<i>Calculate active project</i> .....	<b>SHIFT F9</b>
<i>Turn on/off Auto Calculate</i> .....	<b>CTRL F9</b>
<i>Update all DDE links</i> .....	<b>ALT F9</b>

### Using a Timescale

<i>Move timescale left one page</i> .....	<b>ALT PG UP</b>
<i>Move timescale right one page</i> .....	<b>ALT PG DN</b>
<i>Move timescale to beginning of the project</i> .....	<b>ALT HOME</b>
<i>Move timescale to end of the project</i> .....	<b>ALT END</b>
<i>Scroll timescale left</i> .....	<b>ALT ←</b>
<i>Scroll the timescale right</i> .....	<b>ALT →</b>
<i>Show smaller time units</i> .....	<b>CTRL /</b>
<i>Show larger time units</i> .....	<b>CTRL *</b>

