

Main Window

Activate ribbon	F10
Activate view splitter	Alt + Shift + F6
Display auto-filter drop-down for the selected column	Alt + Shift + F3
Reapply the current filter	Ctrl + F3
Scroll the timescale left	Alt + Left arrow key
Open on-object menu for selected cell	Alt + Shift + F10

Frequent Use

Open file	Ctrl + O
Save file	Ctrl + S
Create a New Project	Ctrl + N
Activate the entry bar to edit text in a field.	F2
Activate the menu bar	F10 or Alt
Activate project control menu	Alt + Hyphen (-) or Alt + Spacebar

Select & Edit in Dialog Box

Move to the next task or resource.	Enter
Move to the previous task or resource.	Shift + Enter
Add a new task.	Insert

Team Planner View

Reschedule a scheduled task	Ctrl + Arrow keys
Open the task information dialog box	Select the task and press Enter
Reassign a task	Ctrl + Up or Down arrow key
Cycle through the element types	Tab key or Down arrow key

Project Cheatsheet



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Timeline View

Go to the previous or next item of that type, for example, to the next milestone.	Left or Right arrow key
Scroll the timescale left.	Alt + Left arrow key
Scroll the timescale right.	Alt + Right arrow key
Move the item up or down to the next channel or timeline bar.	Ctrl + Up or Down arrow key
Open the task information dialog box.	Shift + F2
Hide subtasks.	Alt + Shift + Hyphen (-) or Alt + Shift + Minus sign on the numeric keypad (-)
Indent the selected task.	Alt + Shift + Right arrow key
Show subtasks.	Alt + Shift + = or Alt + Shift + Plus sign on the numeric keypad (+)
Show all tasks.	Alt + Shift + Asterisk on the numeric keypad (*)
Outdent the selected task.	Alt + Shift + Left arrow key
Move between fields at the bottom of a form.	Arrow keys

Edit in a view

Cancel an entry.	Esc
Clear or reset the selected field.	Ctrl + Delete
Copy the selected data.	Ctrl + C
Cut the selected data.	Ctrl + X
Delete the selected data.	Delete
Delete row that has a selected cell.	Ctrl + Minus sign on the keypad
Fill down.	Ctrl + D
Display the Find dialog box.	Ctrl + F or Shift + F5
In the Find dialog box, continue to the next instance of the search results.	Shift + F4
Use the Go To command (Edit menu).	F5
Link tasks.	Ctrl + F2
Paste copied or cut data.	Ctrl + V
Reduce the selection to one field.	Shift + Backspace
Undo the last action.	Ctrl + Z
Unlink tasks.	Ctrl + Shift + F2
Set the task to manually schedule	Ctrl + Shift + M
Set the task to auto schedule	Ctrl + Shift + A
Move to the beginning of a project (timescale).	Alt + Home
Move to the end of a project (timescale).	Alt + End

Navigate Views & Windows

Activate the menu bar	F10 or Alt
Activate the project control menu	Alt + Hyphen (-) or Alt + Spacebar
Close the program window	Alt + F4
Display all filtered tasks or resources.	F3
Display the Field Settings dialog box	Alt + F3
Open a new window	Shift + F11
Reduce a selection to a single field	Shift + Backspace
Reset sort order to ID order and turn off grouping	Shift + F3
Select a drawing object.	F6
Display task information.	Shift + F2
Display resource information.	Shift + F2
Display assignment information.	Shift + F2
Turn on or off the Add To Selection mode.	Shift + F8
Turn on or off Auto Calculate.	Ctrl + F9
Turn on or off the Extend Selection mode.	F8
Move left, right, up, or down to view different pages in the Print Preview window.	Alt + Arrow keys