Project Shortcuts

Navigate Views and Windows

Edit text in a field	F2
Activate the menu bar	F10 or Alt
Activate another pane when screen split	F6
Activate the split bar	Shift + F6
Show all Filtered tasks or resources	F3
Reapply filter (Can't be done once filter has been removed)	Ctrl + F3
Remove Sort or Group	Shift + F3
Display field settings dialogue box	Alt + F3
Open in New Window	Shift + F11
Reduce a selection to a single field	Shift + Back space
Reset sort order to ID order and turn off grouping	Shift + F3
Go to	F5 / Ctrl + G
Replace	Ctrl + H
Display task / resource / assignment information	Shift + F2
Go to next over allocation	Alt + F5
Move left, right, up or down to view different pages in the print preview window	Alt + Arrow Keys
Zoom in	Ctrl + /
Zoom out	Ctrl + *

Select and Edit in a Dialogue Box

Move into tables at the bottom of a form	Alt + 1 (left) / Alt + 2 (right)
Move to the previous task or resource	Shift + Enter

Using the Timescale

Move the timescale left one page	Alt + Pg Up
Move the timescale right one page	Alt + Pg Down
Move the timescale to the beginning of the project	Alt + Home
Move the timescale to the end of the project	Alt + End
Scroll the timescale left	Alt + Left Arrow
Scroll the timescale right	Alt + Right Arrow
Show smaller time units	Ctrl + /
Show larger time units	Ctrl + *

Outline a Project

Hide Subtasks	Alt + Shift + -
Indent the select selected task	Alt + Shift + Right Arrow
Show subtasks	Alt + Shift + = Alt + Shift + +
Show all tasks	Alt + Shift + *
Outdent the selected tasks	Alt + Shift + Left Arrow Key

Notes:

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