

**MS Project:
Keyboard/Mouse Shortcuts**

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TM

File Operations	
Invoking	Will:
Ctrl+N	Create a new project.
Ctrl+O	Open.
Ctrl+P	Print.
Ctrl+S	Save.
F12	Save As.

Application	
Invoking	Will:
Alt+Spacebar	Open the application control menu.
F2	Put the Entry Bar in edit mode.
F10 or Alt	Activate the menu bar.
Ctrl+F6	Move to the next project window.
F6	Move to the next pane in combination view.
Ctrl+Shift+F6	Move to the previous project window.
Alt+Hyphen	Access project control menu.
Shift+F6	Toggle Split Bar.
Ctrl+F3	Apply the same filter again.
Ctrl+Shift+F3	Apply the same sort order again.
Shift+F9	Active project.
F9	Show all open projects.
Alt+F4	Close the application window.
Ctrl+F4	Close the project window.
F1	Get help.
Shift+F1	Get Context-sensitive help.

Display Control	
Invoking	Will:
F3	Show all tasks or all resources.
Alt+F3	Show Column Definition dialog box.
Ctrl+F10	Maximize the project window.
Ctrl+F7	Move the project window.
Shift+Backspace	Reduce the selection to a single field.
Shift+F3	Reset the sort to ID order.
Ctrl+F5	Restore the project window.
F6	Select the drawing object.
Ctrl+F8	Size the project window.



Edit Commands	
Invoking	Will:
Ctrl+Del	Clear Contents.
Ctrl+C	Copy.
Ctrl+X	Cut.
Del	Delete.
Ctrl+D	Fill Down.
Ctrl+F Or Shift+F5	Find.
Shift+F4	Find, Next button.
Ctrl+Shift+F4	Find, Previous button.
F5	Go To.
Ctrl+F2	Link Tasks.
Ctrl+ Shift+F2	Unlink Tasks.
Ctrl+V	Paste.
Ctrl+Z	Undo.

Insert Commands	
Invoking	Will:
Ins	Switch to insert mode.
Shift+F2	Show task information.
Shift+F2	Show resource information.
Alt+F8	Allow resource assignment.