

Projects 2007 Shortcuts

Platform: Windows/English

Use the Network Diagram View	
arrow keys	Move to a different Network Diagram box.
shift+arrow keys	Add Network Diagram boxes to the selection.
ctrl+arrow keys	Move a Network Diagram box. Note: Manual positioning must be set first. Click Layout on the Format menu, and then click Allow manual box positioning.
home and end respectively	Move to the leftmost or rightmost Network Diagram box in the project.
ctrl+home and ctrl+end respectively	Move to the top or lowest Network Diagram box in the view or project.
page up and page down respectively	Move up or down one window height.
ctrl+page up or ctrl+page down respectively	Move left or right one window width.
enter and shift+enter respectively	Select the next field in the Network Diagram box.

Navigate views and windows	
alt+spacebar	Activate the Control menu.
f2	Activate the entry bar to edit text in a field.
f10 or alt	Activate the menu bar.
alt+- (Hyphen)	Activate the project control menu.
shift+f6	Activate the split bar.
alt+f4	Close the program window.
f3	Display all filtered tasks or all filtered resources.
alt+f3	Display the Column Definition dialog box.
shift+f11	Open a new window.
shift+backspace	Reduce a selection to a single field.
shift+f3	Reset sort order to ID order.
f6	Select a drawing object.
shift+f2	Display task, resource or assignment information.
shift+f8	Turn on or off the Add To Selection mode.
ctrl+f9	Turn on or off Auto Calculate.
f8	Turn on or off the Extend Selection mode.
alt+arrow keys	Move left, right, up, or down to view different pages in the Print Preview window.

Outline a project	
alt+shift+arrow right and alt+shift+arrow left respectively	Indent the selected task.
alt+shift+= or alt+shift++ (Plus sign on numeric keypad)	Show subtasks.
alt+shift+- (Hyphen) or alt+shift+- (Minus Sign on Numeric Keypad)	Hide subtasks.
alt+shift+* (asterisk on the numeric keypad)	Show all tasks.

Select and edit in a dialog box	
arrow keys	Move between fields at the bottom of a form.
alt+1 (left) or alt+2 (right)	Move into tables at the bottom of a form.
enter	Move to the next task or resource.
shift+enter	Move to the previous task or resource.

Select and edit in a sheet view	
ctrl+delete	Clear or reset the selected field.
ctrl+x, ctrl+c, ctrl+v	Cut, Copy, Paste selected data
ctrl+d	Fill down.
ctrl+f or shift+f5	Display the Find dialog box.
shift+f4	In the Find dialog box, continue to the next instance of the search results.
f5	Use the Go To command (Edit menu).
ctrl+f2 and ctrl+shift+f2 respectively	Link or unlink tasks.
shift+backspace	Reduce the selection to one field.
ctrl+z	Undo the last action.
alt+home and alt+end respectively	Move to the beginning or end of a project (timescale).
alt+arrow left and alt+arrow right respectively	Move the timescale left or right
home and end respectively or ctrl+arrow left and ctrl+arrow right respectively	Move to the first field or last field in a row.
ctrl+arrow up and ctrl+arrow down respectively	Move to the first or last row
ctrl+home and ctrl+end respectively	Move to the first or last field of the first row.
ctrl+tab or ctrl+shift+tab	Move focus between the side pane and the view on the right side.
tab	Select different controls in the side pane if focus is in the side pane.
spacebar	Select or clear check boxes and option buttons if focus is in the side pane.
ctrl+r	Update the Project Guide.
shift+page down and shift+page up respectively	Extend the selection up or down one page.
shift+arrow down and shift+arrow up respectively	Extend the selection down or up one row.
shift+home and shift+end respectively	Extend the selection to the first or last field in a row.
ctrl+shift+home and ctrl+shift+end respectively	Extend the selection to the start or end of the information.
ctrl+shift+arrow up and ctrl+shift+arrow down respectively	Extend the selection to the first or last row.
ctrl+shift+spacebar	Select all rows and columns.
ctrl+spacebar	Select a column.
shift+spacebar	Select a row.
enter and shift+enter respectively	Move within a selection down or up one field.
tab and shift+tab respectively	Move within a selection right or left one field.

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Select and edit in the entry bar	
enter	Accept an entry.
esc	Cancel an entry.
backspace	Delete one character to the left.
delete	Delete one character to the right.
ctrl+delete	Delete one word to the right.
shift+end	Extend the selection to the end of the text.
shift+home	Extend the selection to the start of the text.
insert	Turn on or off Overtyping mode.

Use a timescale	
alt+page up and alt+page down respectively	Move the timescale left or right one page.
alt+home and alt+end respectively	Move the timescale to beginning or end of the project.
alt+arrow left and alt+arrow right respectively	Scroll the timescale left or right
ctrl+ / (slash on the numeric keypad)	Show smaller time units.
ctrl+* (asterisk on the numeric keypad)	Show larger time units.