

Microsoft Project Keyboard Shortcuts

Navigation

Alt Page Up	Move timescale left one page
Alt Page Down	Move timescale right one page
Alt Home	Move timescale to begin date of project
Alt End	Move timescale to end date of project
Alt →	Scroll timescale to the right
Alt ←	Scroll timescale to the left
Ctrl Shift F5	Scroll to selected Task
Alt F5 (Resource usage view)	Go to next overallocation
F5	Go to dialogue
F6	Select next window
Shift F6	Activate split bar
<u>Task</u>	
Shift F2	Task Information
Ctrl F2	Link selected tasks
Ctrl Shift F2	Unlink selected tasks
Alt F10	Assign resources dialogue
Alt Shift →	Indent task
Alt Shift ←	Outdent task
Alt Shift +	Expand subtasks
Alt Shift -	Collapse subtasks
F3	Display all filtered tasks or resources

Common Key Commands for MS Office

Ctrl N= New file	Ctrl B= Bold
Ctrl S= Save	Ctrl U= Underline
Ctrl P= Print File	Ctrl I= Italics
Ctrl A= Select All	Ctrl C= Copy
Ctrl O= Open File	Ctrl V= Paste
Ctrl W= Close Open File	Ctrl X= Cut
Ctrl F= Find	Ctrl Z= Undo
Ctrl G= Go To	Ctrl Y= Redo
Ctrl H= Replace	Ctrl K= Insert Hyperlink
Ctrl F1= Show/ Hide Task Pane	F12= Save As
F7= Spell Checker	F1= Help