

Selected Keyboard Shortcuts

Editing

Clear or reset contents of selection	Ctrl + Delete
Copy selection	Ctrl + C
Cut selection	Ctrl + X
Paste	Ctrl + V
Undo last action	Ctrl + Z
Replace	Ctrl + H
Find	Ctrl + F
Find again	Shift + F4
Display Information dialog box	Shift + F2
Display Assign Resources dialog box	Alt + F10
Fill down (remaining selected cells)	Ctrl + D
Insert hyperlink	Ctrl + K
Insert task or resource	Ins
Delete content of selected cell	Del
Activate entry bar to edit field	F2
Check spelling	F7

Calculating

Calculate active project	Shift + F9
Calculate all open projects	F9
Turn Auto Calculate on/off	Ctrl + F9

Misc

Remove filter	F3
Reset sort order to ID number	Shift + F3
Display Column Definition dialog box	Alt + F3
Display Visual Basic Editor	Alt + F11
Run macro	Alt + F8
Activate context-sensitive Help pointer	Shift + F1
Open Help topics	F1

Extend cell selection to

first field in a row	Shift + Home
last field in a row	Shift + End
entire column(s)	Ctrl + Space
entire row(s)	Shift + Space

Go to cell in

first row	Ctrl + ↑
first row, first column	Ctrl + Home
last row	Ctrl + ↓
last row, last column	Ctrl + End

Move within a selection

down one cell	Enter
up one cell	Shift + Enter
right one cell	Tab
left one cell	Shift + Tab

Outlining

Hide subtasks	Alt + Shift + -
	or HYPHEN
Show subtasks	Alt + Shift + =
	or +
Indent task in outline	Alt + Shift + →
Outdent task in outline	Alt + Shift + ←
Show all tasks	Alt + Shift + *

• Key on numeric keypad

Linking

Link Tasks	Ctrl + F2
Unlink Tasks	Ctrl + Shift + F2

Scroll Gantt Chart

Zoom in	Ctrl + /
Zoom out	Ctrl + *

Scroll timescale

to beginning of the project	Alt + Home
to end of the project	Alt + End
to start of current task	Ctrl + Shift + F5
one time unit left	Alt + ←
one time unit right	Alt + →
one screen left	Alt + Pg Up
one screen right	Alt + Pg Dn