

Microsoft Project 2003 Keyboard Shortcuts

Working with Files

Ctrl+N or F11	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+S	Save
F12 or Alt+F2	Save As
Ctrl+F4	Close
Alt+F4	Exit

Views and Windows

F6	Activate the other pane in a combination view
Ctrl+F6	Activate the next project window
Ctrl+Shift+F6	Activate the previous project window
Shift+F6	Activate the split bar
Ctrl+F4	Close the project window
Ctrl+/	Zoom in
Ctrl+Shift+*	Zoom out
Alt+F4	Close the program window
Shift+F11 or Alt+Shift+F1	Open a new window

Outlining

Alt+Shift+Right Arrow	Indent
Alt+Shift+Left Arrow	Outdent
Alt+Shift+Minus Sign (Hyphen)	Hide subtasks
Alt+Shift+=	Show subtasks
Alt+Shift+*	Show all tasks

Special Commands

Ctrl+F2	Link tasks
Ctrl+Shift+F2	Unlink tasks
Shift+F3	Reset sort to ID order
F3	Remove a filter and show all tasks or all resources
Ctrl+K	Insert hyperlink
F9	Calculate scheduling changes in all open projects
Shift+F9	Calculate scheduling changes in the active project
Ctrl+F9	Switch between automatic and manual calculation
F1	Open the Office Assistant or the online Help window
Shift+F1	Activate the context-sensitive Help pointer in a dialog box

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts