

# Microsoft Project 2007 Keyboard Shortcuts

## In the Help window

<b>F1</b>	Open the Help window.
<b>ALT+F4</b>	Close the Help window.
<b>ALT+TAB</b>	Switch between the Help window and the active program.
<b>ALT+HOME</b>	Go back to Program Name Home.
<b>TAB</b>	Select the next item in the Help window.
<b>Shift+TAB</b>	Select the previous item in the Help window.
<b>ENTER</b>	Perform the action for the selected item.
<b>TAB or Shift+TAB</b>	In the Browse Program Name Help section of the Help window, select the next or previous item, respectively.
<b>ENTER</b>	In the Browse Program Name Help section of the Help window, expand or collapse the selected item.
<b>TAB</b>	Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.
<b>Shift+TAB</b>	Select the previous hidden text or hyperlink.
<b>ENTER</b>	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.
<b>ALT+LEFT ARROW or BACKSPACE</b>	Move back to the previous Help topic (Back button).
<b>ALT+RIGHT ARROW</b>	Move forward to the next Help topic (Forward button).
<b>UP ARROW or DOWN ARROW</b>	Scroll small amounts up or down, respectively, within the currently displayed Help topic.
<b>PAGE UP or PAGE DOWN</b>	Scroll larger amounts up or down, respectively, within the currently displayed Help topic.
<b>ALT+U</b>	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active program.
<b>Shift+F10</b>	Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).
<b>ESC</b>	Stop the last action (Stop button).
<b>F5</b>	Update the window (Refresh button).
<b>CTRL+P</b>	Print the current Help topic. Note If the cursor is not in the current Help topic, press F6 and then press CTRL+P.
<b>F6, DOWN ARROW</b>	Change the connection state.
<b>F6, DOWN ARROW</b>	Type text in the Type words to search for box.
<b>F6</b>	Switch among areas in the Help window; for example, switch between the toolbar, Type words to search for box, and Search list.
<b>DOWN ARROW or UP ARROW</b>	In a Table of Contents in tree view, select the next or previous item, respectively.
<b>LEFT ARROW or RIGHT ARROW</b>	In a Table of Contents in tree view, expand or collapse the selected item, respectively.

## Microsoft Office basics

<b>ALT+TAB</b>	Switch to the next window.
<b>ALT+Shift+TAB</b>	Switch to the previous window.
<b>CTRL+W or CTRL+F4</b>	Close the active window.
<b>CTRL+F5</b>	Restore the size of the active window after you maximize it.
<b>F6</b>	Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar or Ribbon, which is a part of the Microsoft Office Fluent user interface, and then pressing CTRL+TAB to move to the task pane.
<b>Shift+F6</b>	Move to a pane from another pane in the program window (counterclockwise direction).
<b>CTRL+F6</b>	When more than one window is open, switch to the next window.
<b>CTRL+Shift+F6</b>	Switch to the previous window.
<b>CTRL+F7</b>	When a document window is not maximized, perform the Move command (on the Control menu for the window). Press the arrow keys to move the window. When you finish, press ESC.
<b>CTRL+F8</b>	When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window. When you finish, press ESC.
<b>CTRL+F9</b>	Minimize a window to an icon (works for only some Microsoft Office programs).
<b>CTRL+F10</b>	Maximize or restore a selected window.

# Microsoft Project 2007 Keyboard Shortcuts

<b>PRINT SCREEN</b>	Copy a picture of the screen to the Clipboard.
<b>ALT+PRINT SCREEN</b>	Copy a picture of the selected window to the Clipboard.
<b>Change or resize the font</b>	
<b>CTRL+Shift+F</b>	Change the font.
<b>CTRL+Shift+P</b>	Change the font size.
<b>CTRL+Shift+&gt;</b>	Increase the font size of the selected text.
<b>CTRL+Shift+&lt;</b>	Decrease the font size of the selected text.
<b>Move around in text or cells</b>	
<b>LEFT ARROW</b>	Move one character to the left.
<b>RIGHT ARROW</b>	Move one character to the right.
<b>UP ARROW</b>	Move one line up.
<b>DOWN ARROW</b>	Move one line down.
<b>CTRL+LEFT ARROW</b>	Move one word to the left.
<b>CTRL+RIGHT ARROW</b>	Move one word to the right.
<b>END</b>	Move to the end of a line.
<b>HOME</b>	Move to the beginning of a line.
<b>CTRL+UP ARROW</b>	Move up one paragraph.
<b>CTRL+DOWN ARROW</b>	Move down one paragraph.
<b>CTRL+END</b>	Move to the end of a text box.
<b>CTRL+HOME</b>	Move to the beginning of a text box.
<b>Shift+F4</b>	Repeat the last Find action.
<b>Move around or work in tables</b>	
<b>TAB</b>	Move to the next cell.
<b>Shift+TAB</b>	Move to the preceding cell.
<b>DOWN ARROW</b>	Move to the next row.
<b>UP ARROW</b>	Move to the preceding row.
<b>CTRL+TAB</b>	Insert a tab in a cell.
<b>ENTER</b>	Start a new paragraph.
<b>TAB at the end of the last row</b>	Add a new row at the bottom of the table.
<b>Access and use task panes</b>	
<b>F6</b>	Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar and then pressing CTRL+TAB to move to the task pane.
<b>CTRL+TAB</b>	When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
<b>TAB or Shift+TAB</b>	When a task pane is active, select the next or previous option in the task pane, respectively.
<b>CTRL+DOWN ARROW</b>	Display the full set of commands on the task pane menu.
<b>DOWN ARROW or UP ARROW</b>	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
<b>SPACEBAR or ENTER</b>	Open the selected menu, or perform the action assigned to the selected button.
<b>Shift+F10</b>	Open a shortcut menu; open a drop-down menu for the selected gallery item.
<b>HOME or END</b>	When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu.
<b>PAGE UP or PAGE DOWN</b>	Scroll up or down, respectively, in the selected gallery list.
<b>CTRL+HOME or CTRL+END</b>	Move to the top or bottom, respectively, of the selected gallery list.
<b>ALT+Click</b>	Open the Research task pane.
<b>Access and use smart tags</b>	
<b>ALT+Shift+F10</b>	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
<b>DOWN ARROW</b>	Select the next item on a smart tag menu.

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<b>UP ARROW</b>	Select the previous item on a smart tag menu.
<b>ENTER</b>	Perform the action for the selected item on a smart tag menu.
<b>ESC</b>	Close the smart tag menu or message.
<b>Use the Network Diagram view</b>	
<b>Arrow keys</b>	Move to a different Network Diagram box.
<b>Shift+Arrow keys</b>	Add Network Diagram boxes to the selection.
<b>CTRL+Arrow keys</b>	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.
<b>CTRL+HOME or Shift+CTRL+HOME</b>	Move to the top Network Diagram box in the view or project.
<b>CTRL+END or Shift+CTRL+END</b>	Move to the lowest Network Diagram box in the project.
<b>HOME or Shift+HOME</b>	Move to the leftmost Network Diagram box in the project.
<b>END or Shift+END</b>	Move to the rightmost Network Diagram box in the project.
<b>PAGE UP or Shift+PAGE UP</b>	Move up one window height.
<b>PAGE DOWN or Shift+PAGE DOWN</b>	Move down one window height.
<b>CTRL+PAGE UP or Shift+CTRL+PAGE UP</b>	Move left one window width.
<b>CTRL+PAGE DOWN or Shift+CTRL+PAGE DOWN</b>	Move right one window width.
<b>ENTER</b>	Select the next field in the Network Diagram box.
<b>Shift+ENTER</b>	Select the previous field in the Network Diagram box.
<b>Navigate views and windows</b>	
<b>ALT+SPACEBAR</b>	Activate the Control menu.
<b>F2</b>	Activate the entry bar to edit text in a field.
<b>F10 or ALT</b>	Activate the menu bar.
<b>ALT+HYPHEN</b>	Activate the project control menu.
<b>Shift+F6</b>	Activate the split bar.
<b>ALT+F4</b>	Close the program window.
<b>F3</b>	Display all filtered tasks or all filtered resources.
<b>ALT+F3</b>	Display the Column Definition dialog box.
<b>Shift+F11</b>	Open a new window.
<b>Shift+BACKSPACE</b>	Reduce a selection to a single field.
<b>Shift+F3</b>	Reset sort order to ID order.
<b>F6</b>	Select a drawing object.
<b>Shift+F2</b>	Display task information.
<b>Shift+F2</b>	Display resource information.
<b>Shift+F2</b>	Display assignment information.
<b>Shift+F8</b>	Turn on or off the Add To Selection mode.
<b>CTRL+F9</b>	Turn on or off Auto Calculate.
<b>F8</b>	Turn on or off the Extend Selection mode.
<b>ALT+Arrow keys</b>	Move left, right, up, or down to view different pages in the Print Preview window.
<b>Outline a project</b>	
<b>ALT+Shift+HYPHEN or ALT+Shift+MINUS SIGN (minus sign on the numeric keypad)</b>	Hide subtasks.
<b>ALT+Shift+RIGHT ARROW</b>	Indent the selected task.
<b>ALT+Shift+= or ALT+Shift+PLUS SIGN (plus sign on the numeric keypad)</b>	Show subtasks.
<b>ALT+Shift+* (asterisk on the numeric keypad)</b>	Show all tasks.
<b>ALT+Shift+LEFT ARROW</b>	Outdent the selected task.

# Microsoft Project 2007 Keyboard Shortcuts

## Select and edit in a dialog box

<b>Arrow keys</b>	Move between fields at the bottom of a form.
<b>ALT+1 (left) or ALT+2 (right)</b>	Move into tables at the bottom of a form.
<b>ENTER</b>	Move to the next task or resource.
<b>Shift+ENTER</b>	Move to the previous task or resource.

## Sheet view - edit

<b>ESC</b>	Cancel an entry.
<b>CTRL+DELETE</b>	Clear or reset the selected field.
<b>CTRL+C</b>	Copy the selected data.
<b>CTRL+X</b>	Cut the selected data.
<b>DELETE or CTRL+MINUS SIGN (on the numeric keypad)</b>	Delete the selected data.
<b>CTRL+D</b>	Fill down.
<b>CTRL+F or Shift+F5</b>	Display the Find dialog box.
<b>Shift+F4</b>	In the Find dialog box, continue to the next instance of the search results.
<b>F5</b>	Use the Go To command (Edit menu).
<b>CTRL+F2</b>	Link tasks.
<b>CTRL+V</b>	Paste the copied or cut data.
<b>Shift+BACKSPACE</b>	Reduce the selection to one field.
<b>CTRL+Z</b>	Undo the last action.
<b>CTRL+Shift+F2</b>	Unlink tasks.

## Sheet view - move

<b>ALT+HOME</b>	Move to the beginning of a project (timescale).
<b>ALT+END</b>	Move to the end of a project (timescale).
<b>ALT+LEFT ARROW</b>	Move the timescale left.
<b>ALT+RIGHT ARROW</b>	Move the timescale right.
<b>HOME or CTRL+LEFT ARROW</b>	Move to the first field in a row.
<b>CTRL+UP ARROW</b>	Move to the first row.
<b>CTRL+HOME</b>	Move to the first field of the first row.
<b>END or CTRL+RIGHT ARROW</b>	Move to the last field in a row.
<b>CTRL+END</b>	Move to the last field of the last row.
<b>CTRL+DOWN ARROW</b>	Move to the last row.

## Sheet view - move in the side pane

<b>CTRL+TAB or CTRL+Shift+TAB</b>	Move focus between the side pane and the view on the right side.
<b>TAB</b>	Select different controls in the side pane if focus is in the side pane.
<b>SPACEBAR</b>	Select or clear check boxes and option buttons if focus is in the side pane.
<b>CTRL+R</b>	Update the Project Guide.

## Sheet view - select in a view

<b>Shift+PAGE DOWN</b>	Extend the selection down one page.
<b>Shift+PAGE UP</b>	Extend the selection up one page.
<b>Shift+DOWN ARROW</b>	Extend the selection down one row.
<b>Shift+UP ARROW</b>	Extend the selection up one row.
<b>Shift+HOME</b>	Extend the selection to the first field in a row.
<b>Shift+END</b>	Extend the selection to the last field in a row.
<b>CTRL+Shift+HOME</b>	Extend the selection to the start of the information.
<b>CTRL+Shift+END</b>	Extend the selection to the end of the information.
<b>CTRL+Shift+UP ARROW</b>	Extend the selection to the first row.
<b>CTRL+Shift+DOWN ARROW</b>	Extend the selection to the last row.
<b>CTRL+Shift+HOME</b>	Extend the selection to the first field of the first row.

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<b>CTRL+Shift+END</b>	Extend the selection to the last field of the last row.
<b>CTRL+Shift+SPACEBAR</b>	Select all rows and columns.
<b>CTRL+SPACEBAR</b>	Select a column.
<b>Shift+SPACEBAR</b>	Select a row.
<b>ENTER</b>	Move within a selection down one field.
<b>Shift+ENTER</b>	Move within a selection up one field.
<b>TAB</b>	Move within a selection right one field.
<b>Shift+TAB</b>	Move within a selection left one field.
<b>Select and edit in the entry bar</b>	
<b>ENTER</b>	Accept an entry.
<b>ESC</b>	Cancel an entry.
<b>BACKSPACE</b>	Delete one character to the left.
<b>DELETE</b>	Delete one character to the right.
<b>CTRL+DELETE</b>	Delete one word to the right.
<b>Shift+END</b>	Extend the selection to the end of the text.
<b>Shift+HOME</b>	Extend the selection to the start of the text.
<b>INSERT</b>	Turn on or off Overtyping mode.
<b>Use a timescale</b>	
<b>ALT+PAGE UP</b>	Move the timescale left one page.
<b>ALT+PAGE DOWN</b>	Move the timescale right one page.
<b>ALT+HOME</b>	Move the timescale to beginning of the project.
<b>ALT+END</b>	Move the timescale to end of the project.
<b>ALT+LEFT ARROW</b>	Scroll the timescale left.
<b>ALT+RIGHT ARROW</b>	Scroll the timescale right.
<b>CTRL+ / (slash on the numeric keypad)</b>	Show smaller time units.
<b>CTRL+* (asterisk on the numeric keypad)</b>	Show larger time units.

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