

Microsoft Project Keyboard Shortcuts

▶ Alt+F10	Assign Resources
▶ Ctrl+End	Move to the end of Project
▶ Ctrl+Home	Move to beginning of Project
▶ Alt+Shift+Left Arrow	Outdent a Task
▶ Alt+Shift+Right Arrow	Indent a Task
▶ Ctrl+C	Copy
▶ Ctrl+K	Insert Hyperlink
▶ Ctrl+N	Opens New Blank Project
▶ Ctrl+P	Print Preview
▶ Ctrl+S	Save
▶ Ctrl+V	Paste
▶ Ctrl+Alt+V	Paste Special
▶ Ctrl+X	Cut
▶ Ctrl+Z	Undo
▶ Ctrl+Y	Redo
▶ Ctrl+O	Open Dialog Box
▶ Ctrl+Shift+M	Change Task to Manually Schedule
▶ Ctrl+Space	Select Current Column
▶ F1	Opens Project Help Window
▶ F2	Edit Task
▶ F7	Start Spellcheck
▶ F12	Save As
▶ Home/End	Jump to First/Last Cell in a Row
▶ Insert	Inserts New Task
▶ Shift+F2	Opens Task Information Dialog Box
▶ Shift+F6	Activate Split Bar
▶ Shift+Space	Select Current Row
▶ Shift+Tab	Move to Previous Cell