

# Microsoft Project 2002 Keyboard Shortcuts

File	
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
Navigating in a project view	
Enter or down arrow	Move to the next task or resource
Shift+Enter or up arrow	Move to the previous task or resource
Alt+Home	Move the timescale to the beginning of the project
Alt+End	Move the timescale to the end of the project
Ctrl+Page Up	Move left one page
Ctrl+Page Down	Move right one page
Alt+Left Arrow	Move the timescale left
Alt+Right Arrow	Move the timescale right
Alt+Page Up	Move the timescale one screen left
Alt+Page Down	Move the timescale one screen right
Ctrl+Home	Move to the first field of the first row
End or Ctrl+Right Arrow	Move to the last field in a row
Ctrl+End	Move to the last field of the last row
End	Move to the last field in a window
Ctrl+Down Arrow	Move to the last row
Alt+Arrow Keys pages in the Print Preview window	Move left, right, up, or down to view different
Opening and working in dialog boxes	
Shift+F2 or Assignment Information dialog box	Open the Task Information, Resource Information,
Alt+F10	Open the Assign Resources dialog box
Alt+F3	Open the Column Definition dialog box
Alt+F8	Open the Macros dialog box
Alt+F11	Open the Visual Basic Editor
Arrow keys (the tabs must already have focus)	Move to the next tab in a tabbed dialog box
Keyboard shortcut	Action
Tab button, or tab	Move to the next box, group, option,
Shift+Tab button, or tab	Move to the previous box, group, option,
Right Arrow or Down Arrow	Move to the next option in group

# Microsoft Project 2002 Keyboard Shortcuts

<b>Left Arrow or Up Arrow</b>	Move to the previous option in a group
<b>Alt+Down Arrow</b>	Show a list in a drop-down list
<b>Down Arrow</b>	Show the next item in a drop-down list
<b>Up Arrow</b>	Show the previous item in a drop-down list
<b>Spacebar</b>	Select an option, check box, or button
<b>Editing</b>	
<b>Ctrl+X</b>	Cut selection
<b>Ctrl+C</b>	Copy selection
<b>Ctrl+V</b>	Paste contents of Clipboard
<b>Ctrl+D</b>	Fill down
<b>Insert</b>	Insert task, resource, field
<b>Delete</b>	Delete task, resource, field
<b>Ctrl+F or Shift+F5</b>	Find
<b>Shift+F4</b>	Find again
<b>F5 or Ctrl+G</b>	Go to
<b>F7</b>	Check spelling
<b>Ctrl+Z</b>	Undo last action
<b>Outlining</b>	
<b>Alt+Shift+Right Arrow</b>	Indent
<b>Alt+Shift+Left Arrow</b>	Outdent
<b>Alt+Shift+Minus Sign (Hyphen)</b>	Hide subtasks
<b>Alt+Shift+ =</b>	Show subtasks
<b>Alt+Shift+*</b>	Show all tasks
<b>Special Commands</b>	
<b>Ctrl+F2</b>	Link tasks
<b>Ctrl+Shift+F2</b>	Unlink tasks
<b>Shift+F3</b>	Reset sort to ID order
<b>F3</b>	Remove a filter and show all tasks or all resources
<b>Ctrl+K</b>	Insert hyperlink
<b>F9</b>	Calculate scheduling changes in all open projects
<b>Shift+F9</b>	Calculate scheduling changes in the active project
<b>Ctrl+F9</b>	Switch between automatic and manual calculation
<b>F1 Help window</b>	Open the Office Assistant or the online
<b>Shift+F1 in a dialog box</b>	Activate the context-sensitive Help pointer

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