

Navigate Views and Windows

In order to...	Press
Activate the Control menu	ALT+SPACEBAR
Activate the entry bar to edit text in a field	F2
Activate the menu bar	F10 or ALT
Activate the project control menu	ALT+HYPHEN
Activate the split bar	SHIFT+F6
Close the program window	ALT+F4
Display all filtered tasks or all filtered resources	F3
Display the Field Settings dialog box	ALT+F3
Open a new window	SHIFT+F11
Reduce a selection to a single field	SHIFT+BACKSPACE
Reset sort order to ID order and turn off grouping	SHIFT+F3
Select a drawing object	F6
Display task information	SHIFT+F2
Display resource information	SHIFT+F2
Display assignment information	SHIFT+F2
Turn on or off the Add To Selection mode	SHIFT+F8
Turn on or off Auto Calculate	CTRL+F9
Turn on or off the Extend Selection mode	F8
Move left, right, up, or down to view different pages in the Print Preview window	ALT+Arrow keys

Outline a Project

In order to...	Press
Hide subtasks	ALT+SHIFT+HYPHEN or ALT+SHIFT+MINUS SIGN (minus sign on the numeric keypad)
Indent the selected task	ALT+SHIFT+RIGHT ARROW
Show subtasks	ALT+SHIFT+= or ALT+SHIFT+PLUS SIGN (plus sign on the numeric keypad)
Show all tasks	ALT+SHIFT+* (asterisk on the numeric keypad)
Outdent the selected task	ALT+SHIFT+LEFT ARROW

Move in a view

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

Use a timescale

In order to...	Press
Move the timescale left one page	ALT+PAGE UP
Move the timescale right one page	ALT+PAGE DOWN
Move the timescale to beginning of the project	ALT+HOME
Move the timescale to end of the project	ALT+END
Scroll the timescale left	ALT+LEFT ARROW
Scroll the timescale right	ALT+RIGHT ARROW
Show smaller time units	CTRL+ / (slash on the numeric keypad)
Show larger time units	CTRL+* (asterisk on the numeric keypad)

Move in the Side Pane

In order to...	Press
Move focus between the side pane and the view on the right side	CTRL+TAB or CTRL+SHIFT+TAB
Select different controls in the side pane if the focus is in the side pane	TAB
Select or clear check boxes and option buttons if focus is in the side pane	SPACEBAR