

Microsoft Project 2007 Keyboard Shortcuts

In the Help window

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

Microsoft Office basics

ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
CTRL+F5	Restore the size of the active window after you maximize it.
F6	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.
Shift+F6	Move to a pane from another pane in the program window (counterclockwise direction).
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+Shift+F6	Switch to the previous window.
CTRL+F7	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.
CTRL+F8	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.
CTRL+F9	Minimize a window to an icon (works for only some Microsoft Office programs).
CTRL+F10	Maximize or restore a selected window.

Microsoft Project 2007 Keyboard Shortcuts

PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
Change or resize the font	
CTRL+Shift+F	Change the font.
CTRL+Shift+P	Change the font size.
CTRL+Shift+>	Increase the font size of the selected text.
CTRL+Shift+<	Decrease the font size of the selected text.
Move around in text or cells	
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
UP ARROW	Move one line up.
DOWN ARROW	Move one line down.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
END	Move to the end of a line.
HOME	Move to the beginning of a line.
CTRL+UP ARROW	Move up one paragraph.
CTRL+DOWN ARROW	Move down one paragraph.
CTRL+END	Move to the end of a text box.
CTRL+HOME	Move to the beginning of a text box.
Shift+F4	Repeat the last Find action.
Move around or work in tables	
TAB	Move to the next cell.
Shift+TAB	Move to the preceding cell.
DOWN ARROW	Move to the next row.
UP ARROW	Move to the preceding row.
CTRL+TAB	Insert a tab in a cell.
ENTER	Start a new paragraph.
TAB at the end of the last row	Add a new row at the bottom of the table.
Access and use task panes	
F6	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.
CTRL+TAB	When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane, respectively.
CTRL+DOWN ARROW	Display the full set of commands on the task pane menu.
DOWN ARROW or UP ARROW	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu; open a drop-down menu for the selected gallery item.
HOME or END	When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu.
PAGE UP or PAGE DOWN	Scroll up or down, respectively, in the selected gallery list.
CTRL+HOME or CTRL+END	Move to the top or bottom, respectively, of the selected gallery list.
ALT+Click	Open the Research task pane.
Access and use smart tags	
ALT+Shift+F10	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.
DOWN ARROW	Select the next item on a smart tag menu.

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UP ARROW	Select the previous item on a smart tag menu.
ENTER	Perform the action for the selected item on a smart tag menu.
ESC	Close the smart tag menu or message.

Use the Network Diagram view

Arrow keys	Move to a different Network Diagram box.
Shift+Arrow keys	Add Network Diagram boxes to the selection.
CTRL+Arrow keys	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.
CTRL+HOME or Shift+CTRL+HOME	Move to the top Network Diagram box in the view or project.
CTRL+END or Shift+CTRL+END	Move to the lowest Network Diagram box in the project.
HOME or Shift+HOME	Move to the leftmost Network Diagram box in the project.
END or Shift+END	Move to the rightmost Network Diagram box in the project.
PAGE UP or Shift+PAGE UP	Move up one window height.
PAGE DOWN or Shift+PAGE DOWN	Move down one window height.
CTRL+PAGE UP or Shift+CTRL+PAGE UP	Move left one window width.
CTRL+PAGE DOWN or Shift+CTRL+PAGE DOWN	Move right one window width.
ENTER	Select the next field in the Network Diagram box.
Shift+ENTER	Select the previous field in the Network Diagram box.

Navigate views and windows

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

Outline a project

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

Microsoft Project 2007 Keyboard Shortcuts

Select and edit in a dialog box

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

Sheet view - edit

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

Sheet view - move

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

Sheet view - move in the side pane

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

Sheet view - select in a view

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

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

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