



Microsoft Project is an indispensable project management tool that allows you to plan, schedule, and track your projects effectively. To optimize your productivity and streamline your project management workflows, we have created a convenient shortcuts sheet specifically designed for Microsoft Project. We recommend keeping a copy of our Microsoft Project shortcuts sheet handy on your desktop for effortless access, enabling you to efficiently manage your projects with ease.

Frequently Used Shortcuts

Ctrl + F12	Open a Project file (display the Open dialog box)
Ctrl + O	Open a Project file (display in the Backstage view)
Ctrl + S	Save a Project file
Ctrl + N	Create a new project
F2	Activate the entry bar to edit text in a field

Navigate View and Windows

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 Field Settings dialog box
Shift + F2	Display task information
Shift + F2	Display resource information
Shift + F2	Display assignment information
Ctrl + F9	Turn Auto Calculate on or off

Outline a Project

Alt + Shift + Right arrow	Indent the selected task
Alt + Shift + Equal sign	Show subtasks
Alt + Shift + Asterisk	Show all tasks
Alt + Shift + Left arrow	Outdent the selected task



Select and Edit in a Dialog Box

Arrow keys	Move between fields at the bottom of a form
Left Alt + 1	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

Select and Edit in a Sheet View

Insert	Add a new task
Esc	Cancel an entry
Ctrl + Delete	Clear or reset the selected field
Ctrl + Minus sign	Delete row that has a selected cell
Ctrl + D	Fill down
Ctrl + Shift + F2	Unlink tasks
Ctrl + Shift + M	Set the task to manually schedule
Ctrl + Shift + A	Set the task to auto schedule

Put these keyboard shortcuts into use in our Project training. We offer two levels: [Level 1 \(Basic\)](#) and [Level 2 \(Advanced\)](#).

[Contact us](#) today to learn about your training options.