



File Management



Open a project file (display the Open dialog box).



Open a project file (display the Open Tab in the Backstage view).



Save a project file.



Create a new project.



Print a file (display the Print Tab in the Backstage view).

Network Diagram



Move to a different Network Diagram box.



Add Network Diagram boxes to the selection.



Move a Network Diagram box.



Move to the top Network Diagram box in the view or project.



Move to the lowest Network Diagram box in the project.



Move to the leftmost Network Diagram box in the project.



Move to the rightmost Network Diagram box in the project.



Move up one window height.



Move down one window height.



Move left one window width.



Move right one window width.



Select the next field in the Network Diagram box.



Select the previous field in the Network Diagram box.

Working with Office Art Objects



Nudge the shape up, down, right, or left.



Increase the shape's width by 10%.



Decrease the shape's width by 10%.



Increase the shape's height by 10%.



Decrease the shape's height by 10%.



Increase the shape's width by 1%.



Decrease the shape's width by 1%.



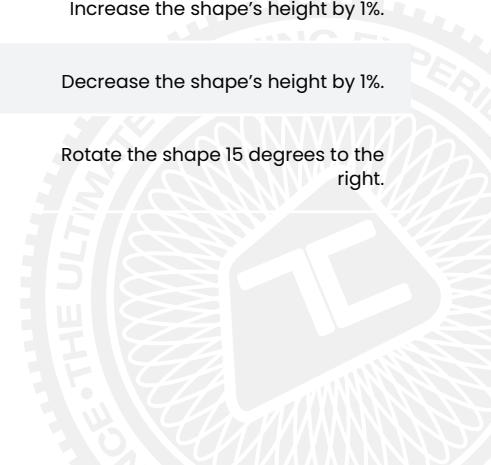
Increase the shape's height by 1%.



Decrease the shape's height by 1%.



Rotate the shape 15 degrees to the right.





Working with Office Art Objects(cont.)



Rotate the shape 15 degrees to the left.



Select an object (with text selected inside the object).



until the object you want is selected

Select an object (with an object selected).



Select text within an object (with an object selected).



Press and hold while you click the shapes

Select multiple shapes



Press and hold while you click the shapes

Select multiple shapes with text



Cut selected object.



Copy selected object.



Paste cut or copied object.



Paste special.



Copy formatting only.



Paste formatting only.



Paste special.



after you select the items that you want to group

Group shapes, pictures, or WordArt.



after you select the group that you want to ungroup

Ungroup shapes, pictures, or WordArt.



Undo the last action.



Redo the last action.



Add next object to a multi-selection.



Adds next object to a multi-selection; allows clicking on textbox text to add the textbox to the multi-selection.



Collapse selection.



Select all text.



Delete one word to the left.



Delete one word to the right.



Undo.



Redo.



Move one word to the left.



Move one word to the right.



Move to the beginning of the line.



Move to the end of the line.



Move up one paragraph.



Move down one paragraph.



Move to the beginning of the object's text.



Move to the end of the object's text





Navigate Views and Windows

F2 Activate the entry bar to edit text in a field.

F10 | **ALT** Activate the menu bar.

ALT **SPACEBAR** 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 Field Settings dialog box.

ALT **F11** Open a new window.

SHIFT **BACKSPACE** Reduce a selection to a single field.

SHIFT **F3** Reset sort order to ID order and turn off grouping.

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 **F8** Turn on or off Auto Calculate.

F8 Turn on or off the Extend Selection mode.

ALT Move left, right, up, or down to view different pages in the Print Preview window.

Outline Operations

ALT **SHIFT** **NumPad -** Hide subtasks.

ALT **SHIFT** Indent the selected task.

ALT **SHIFT** | **ALT** **SHIFT** **NumPad +** Show subtasks.

ALT **SHIFT** **NumPad *** Show all tasks.

ALT **SHIFT** Outdent the selected task.



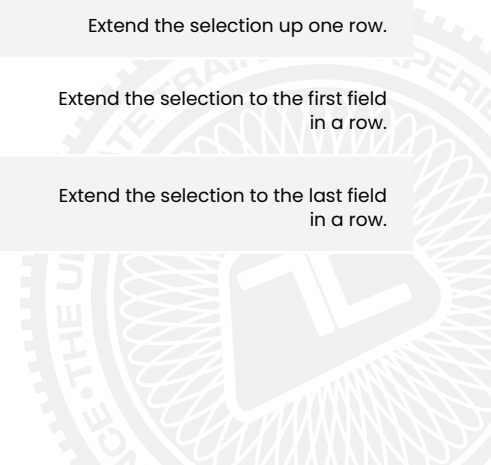


Sheet View

ESC	Cancel an entry.	CTRL SHIFT F2	Unlink tasks.
CTRL DELETE	Clear or reset the selected field.	CTRL SHIFT M	Set the task to manually schedule
CTRL C	Copy the selected data.	CTRL SHIFT A	Set the task to auto schedule
CTRL X	Cut the selected data.	ALT HOME	Move to the beginning of a project (timescale).
DELETE	Delete the selected data.	ALT END	Move to the end of a project (timescale).
CTRL NumPad -	Delete row that has a selected cell.	ALT ←	Move the timescale left.
CTRL D	Fill down.	ALT →	Move the timescale right.
CTRL F SHIFT F5	Display the Find dialog box.	HOME CTRL ←	Move to the first field in a row.
SHIFT F4	In the Find dialog box, continue to the next instance of the search results.	CTRL ↑	Move to the first row.
F5	Use the Go To command (Edit menu).	CTRL HOME	Move to the first field of the first row.
CTRL F2	Link tasks.	END CTRL ←	Move to the last field in a row.
CTRL V	Paste the copied or cut data.	CTRL END	Move to the last field of the last row.
SHIFT BACKSPACE	Reduce the selection to one field.	CTRL ↓	Move to the last row.
CTRL Z	Undo the last action.		

Move in Side Pane

CTRL TAB CTRL SHIFT TAB	Move focus between the side pane and the view on the right side.	SHIFT PG ↑	Extend the selection up one page.
TAB	Select different controls in the side pane if focus is in the side pane.	SHIFT ↓	Extend the selection down one row.
SPACEBAR	Select or clear check boxes and option buttons if focus is in the side pane.	SHIFT ↑	Extend the selection up one row.
SHIFT PG ↓	Extend the selection down one page.	SHIFT HOME	Extend the selection to the first field in a row.
		SHIFT END	Extend the selection to the last field in a row.





Move in Side Pane(cont.)



Extend the selection to the start of the information.



Extend the selection to the end of the information.



Extend the selection to the first row.



Extend the selection to the last row.



Extend the selection to the first field of the first row.



Extend the selection to the last field of the last row.



Select all rows and columns.



Select a column.



Select a row.



Move within a selection down one field.



Move within a selection up one field.



Move within a selection right one field.



Move within a selection left one field.

Select and Edit in Entry bar



Accept an entry.



Cancel an entry.



Delete one character to the left.



Delete one character to the right.



Delete one word to the right.



Extend the selection to the end of the text.



Extend the selection to the start of the text.



Turn on or off Overtyping mode.

Working with Tim[Esc]ale



Move the timescale left one page.



Move the timescale right one page.



Move the timescale to beginning of the project.



Move the timescale to end of the project.



Scroll the timescale left.



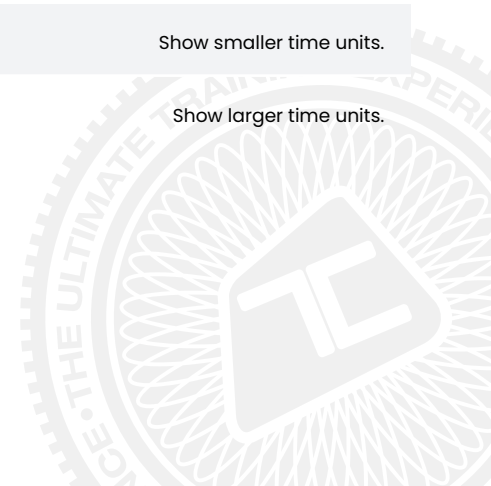
Scroll the timescale right.



Show smaller time units.



Show larger time units.





Switching between Windows



Switch to the next window.



Switch to the previous window.



Close the active window.



Restore the size of the active window after you maximize it.



Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.



Move to a pane from another pane in the program window (counterclockwise direction).



When more than one window is open, switch to the next window.



Switch to the previous window.



Maximize or restore a selected window.



Copy a picture of the screen to the Clipboard.



Copy a picture of the selected window to the Clipboard.

Working with dialog boxes



Display the Open dialog box.



Display the Open Tab in the Backstage view.



Display the Save As dialog box.



Open the selected folder or file.



Open the folder one level above the open folder.



Delete the selected folder or file.



Display a shortcut menu for a selected item such as a folder or file.



Move forward through options



Move back through options



Open the Look in list



Move to the next option or option group.



Move to the previous option or option group.



Switch to the next Tab in a dialog box.



Switch to the previous Tab in a dialog box.



Move between options in an open drop-down list, or between options in a group of options.



Perform the action assigned to the selected button; select or clear the selected check box.

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list.

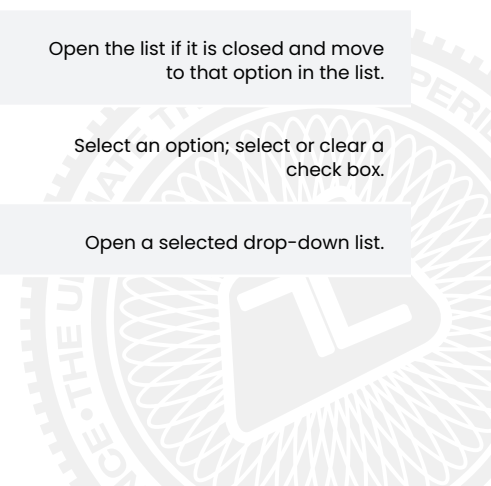


The letter underlined in an option

Select an option; select or clear a check box.



Open a selected drop-down list.





Working with dialog boxes(cont.)



Close a selected drop-down list; cancel a command and close a dialog box.



Perform the action assigned to a default button in a dialog box.



Move between fields at the bottom of a form.



Move into Tables at the bottom of a form.



Move to the next task or resource.



Move to the previous task or resource.

Navigation Shortcuts



Move to the beginning of the entry.



Move to the end of the entry.



Move one character to the left or right, respectively.



Move one word to the left.



Move one word to the right.



Select or cancel selection one character to the left.



Select or cancel selection one character to the right.



Select or cancel selection one word to the left.



Select or cancel selection one word to the right.



Select from the insertion point to the beginning of the entry.



Select from the insertion point to the end of the entry.

Working with Table



Move to the next cell.



Move to the preceding cell.



Move to the next row.



Move to the preceding row.



Insert a Tab in a cell.



Start a new paragraph.



Add a new row at the bottom of the Table.





Moving around cells/text

	Move one character to the left.		Move to the end of a line.
	Move one character to the right.		Move to the beginning of a line.
	Move one line up.		Move up one paragraph.
	Move one line down.		Move down one paragraph.
	Move one word to the left.		Move to the end of a text box.
	Move one word to the right.		Move to the beginning of a text box.

Access and Use Action

	Display the menu or message for an action. If more than one action is present, switch to the next action and display its menu or message.		Select the previous item on the action menu.
	Select the next item on the action menu.		Perform the action for the selected item on the action menu.
			Close the action menu or message.

