

Project 2013 Keyboard Shortcuts

Microsoft Office basics

—Keyboard access to the ribbon

Press Alt.

The KeyTips are displayed over each feature that is available in the current view.

Press the letter that appears in the KeyTip over the feature that you want to use.

Depending on which letter you press, additional KeyTips may appear. For example, if the Home tab is active and you press W, the View tab is displayed, along with the KeyTips for the groups on that tab.

Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

Note To cancel the action that you are taking and hide the KeyTips, press Alt.

—Display and use windows

To do this	Press
Switch to the next window.	Alt+Tab
Switch to the previous window.	Alt+Shift+Tab
Close the active window.	Ctrl+W or Ctrl+F4
Restore the size of the active window after you maximize it.	Ctrl+F5
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	F6
Move to a pane from another pane in the program window (counterclockwise direction).	Shift+F6
When more than one window is open, switch to the next window.	Ctrl+F6
Switch to the previous window.	Ctrl+Shift+F6
Maximize or restore a selected window.	Ctrl+F10
Copy a picture of the screen to the Clipboard.	Print Screen
Copy a picture of the selected window to the Clipboard.	Alt+Print Screen

—Move around in text or cells

To do this	Press
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Move one line up.	Up Arrow
Move one line down.	Down Arrow

Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Move to the end of a line.	End
Move to the beginning of a line.	Home
Move up one paragraph.	Ctrl+Up Arrow
Move down one paragraph.	Ctrl+Down Arrow
Move to the end of a text box.	Ctrl+End
Move to the beginning of a text box.	Ctrl+Home

—Move around in and work in tables

To do this	Press
Move to the next cell.	Tab
Move to the preceding cell.	Shift+Tab
Move to the next row.	Down Arrow
Move to the preceding row.	Up Arrow
Insert a tab in a cell.	Ctrl+Tab
Start a new paragraph.	Enter
Add a new row at the bottom of the table.	Tab at the end of the last row

—Access and use actions

To do this	Press
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.	Alt+Shift+F10
Select the next item on the action menu.	Down Arrow
Select the previous item on the action menu.	Up Arrow
Perform the action for the selected item on the action menu.	Enter
Close the action menu or message.	Esc

Tips

You can ask to be notified by a sound whenever an action appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

You can download Microsoft Office Sounds from Office.com.

—Use dialog boxes

To do this	Press
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Move to the next option or option group.	Tab
Move to the previous option or option group.	Shift+Tab
Switch to the next tab in a dialog box.	Ctrl+Tab
Switch to the previous tab in a dialog box.	Ctrl+Shift+Tab
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	Insert
Open the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	Alt+ the letter underlined in an option
Open a selected drop-down list.	Alt+Down Arrow
Close a selected drop-down list; cancel a command and close a dialog box.	Esc
Perform the action assigned to a default button in a dialog box.	Enter

—Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

To do this	Press
Move to the beginning of the entry.	Home
Move to the end of the entry.	End
Move one character to the left or right, respectively.	Left Arrow or Right Arrow
Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Select or cancel selection one character to the left.	Shift+Left Arrow
Select or cancel selection one character to the right.	Shift+Right Arrow
Select or cancel selection one word to the left.	Ctrl+Shift+Left Arrow
Select or cancel selection one word to the right.	Ctrl+Shift+Right Arrow
Select from the insertion point to the beginning of the entry.	Shift+Home
Select from the insertion point to the end of the entry.	Shift+End

—Basic file management

To do this	Press
Open a project file (display the Open dialog box).	Ctrl+F12
Open a project file (display the Open tab in the Backstage view).	Ctrl+O

Save a project file.	Ctrl+S
Create a new project.	Ctrl+N
Print a file (display the Print tab in the Backstage view).	Ctrl+P

—Use the Open and Save As dialog boxes

To do this	Press
Display the Open dialog box.	Ctrl+F12
Display the Open tab in the Backstage view.	Ctrl+O
Display the Save As dialog box.	F12
Open the selected folder or file.	Enter
Open the folder one level above the open folder.	Backspace
Delete the selected folder or file.	Delete
Display a shortcut menu for a selected item such as a folder or file.	Shift+F10
Move forward through options	Tab
Move back through options	Shift+Tab
Open the Look in list	F4 or Alt+1

[↑Top of Page](#)

Microsoft Project quick reference

—Use a Network Diagram

To do this	Press
Move to a different Network Diagram box.	Arrow keys
Add Network Diagram boxes to the selection.	Shift+Arrow keys
Move a Network Diagram box.	Ctrl+Arrow keys
<p>Note You need to set manual positioning first. Select the box you want to move. Click Format, and then click Layout. Click Allow manual box positioning.</p>	
Move to the top Network Diagram box in the view or project.	Ctrl+Home or Shift+Ctrl+Home
Move to the lowest Network Diagram box in the project.	Ctrl+End or Shift+Ctrl+End
Move to the leftmost Network Diagram box in the project.	Home or Shift+Home
Move to the rightmost Network Diagram box in the project.	End or Shift+End
Move up one window height.	Page Up or Shift+Page Up
Move down one window height.	Page Down or Shift+Page Down

Move left one window width.	Ctrl+Page Up or Shift+Ctrl+Page Up
Move right one window width.	Ctrl+Page Down or Shift+Ctrl+Page Down
Select the next field in the Network Diagram box.	Enter or Tab
Select the previous field in the Network Diagram box.	Shift+Enter

—Use OfficeArt objects.

—Move OfficeArt shapes.

To do this	Press
Nudge the shape up, down, right, or left.	Arrow keys
Increase the shape's width by 10%.	Shift+Right Arrow
Decrease the shape's width by 10%.	Shift+Left Arrow
Increase the shape's height by 10%.	Shift+Up Arrow
Decrease the shape's height by 10%.	Shift+Down Arrow
Increase the shape's width by 1%.	Ctrl+Shift+Right Arrow
Decrease the shape's width by 1%.	Ctrl+Shift+Left Arrow
Increase the shape's height by 1%.	Ctrl+Shift+Up Arrow
Decrease the shape's height by 1%.	Ctrl+Shift+Down Arrow
Rotate the shape 15 degrees to the right.	Alt+Right Arrow
Rotate the shape 15 degrees to the left.	Alt+Left Arrow

—Select and copy OfficeArt objects and text

To do this	Press
Select an object (with text selected inside the object).	Esc
Select an object (with an object selected).	Tab or Shift+Tab until the object you want is selected
Select text within an object (with an object selected).	Enter
Select multiple shapes	Press and hold Ctrl while you click the shapes
Select multiple shapes with text	Press and hold Shift while you click the shapes
Cut selected object.	Ctrl+X
Copy selected object.	Ctrl+C

Paste cut or copied object.	Ctrl+V
Paste special.	Ctrl+Alt+V
Copy formatting only.	Ctrl+Shift+C
Paste formatting only.	Ctrl+Shift+V
Paste special.	Ctrl+Alt+V
Group shapes, pictures, or WordArt.	Ctrl+G after you select the items that you want to group
Ungroup shapes, pictures, or WordArt.	Ctrl+Shift+G after you select the group that you want to ungroup
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Add next object to a multi-selection.	Ctrl+Click
Adds next object to a multi-selection; allows clicking on textbox text to add the textbox to the multi-selection.	Shift+Click

—Edit OfficeArt text and textboxes

To do this	Press
Collapse selection.	Esc
Select all text.	Ctrl+A
Delete one word to the left.	Ctrl+Backspace
Delete one word to the right.	Ctrl+Delete
Undo.	Ctrl+Z
Redo.	Ctrl+Y
Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Move to the beginning of the line.	Home
Move to the end of the line.	End
Move up one paragraph.	Ctrl+Up Arrow
Move down one paragraph.	Ctrl+Down Arrow
Move to the beginning of the object's text.	Ctrl+Home
Move to the end of the object's text	Ctrl+End

—Navigate views and windows

To do this	Press
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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 or Alt+Spacebar
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

To do this	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

—Select and edit in a dialog box

To do this	Press
Move between fields at the bottom of a form.	Arrow keys
Move into tables at the bottom of a form.	Alt+1 (left) or Alt+2 (right)
Move to the next task or resource.	Enter
Move to the previous task or resource.	Shift+Enter

—Select and edit in a sheet view

—Edit in a view

To do this	Press
Cancel an entry.	Esc
Clear or reset the selected field.	Ctrl+Delete
Copy the selected data.	Ctrl+C
Cut the selected data.	Ctrl+X
Delete the selected data.	Delete
Delete row that has a selected cell.	Ctrl+Minus Sign (on the numeric keypad)
Fill down.	Ctrl+D
Display the Find dialog box.	Ctrl+F or Shift+F5
In the Find dialog box, continue to the next instance of the search results.	Shift+F4
Use the Go To command (Edit menu).	F5
Link tasks.	Ctrl+F2
Paste the copied or cut data.	Ctrl+V
Reduce the selection to one field.	Shift+Backspace
Undo the last action.	Ctrl+Z
Unlink tasks.	Ctrl+Shift+F2
Set the task to manually schedule	Ctrl+Shift+M
Set the task to auto schedule	Ctrl+Shift+A

—Move in a view

To do this	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

—Move in the side pane

To do this	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 focus is in the side pane.	Tab
Select or clear check boxes and option buttons if focus is in the side pane.	Spacebar

—Select in a view

To do this	Press
Extend the selection down one page.	Shift+Page Down
Extend the selection up one page.	Shift+Page Up
Extend the selection down one row.	Shift+Down Arrow
Extend the selection up one row.	Shift+Up Arrow
Extend the selection to the first field in a row.	Shift+Home
Extend the selection to the last field in a row.	Shift+End
Extend the selection to the start of the information.	Ctrl+Shift+Home
Extend the selection to the end of the information.	Ctrl+Shift+End
Extend the selection to the first row.	Ctrl+Shift+Up Arrow
Extend the selection to the last row.	Ctrl+Shift+Down Arrow
Extend the selection to the first field of the first row.	Ctrl+Shift+Home
Extend the selection to the last field of the last row.	Ctrl+Shift+End
Select all rows and columns.	Ctrl+Shift+Spacebar
Select a column.	Ctrl+Spacebar
Select a row.	Shift+Spacebar
Move within a selection down one field.	Enter
Move within a selection up one field.	Shift+Enter
Move within a selection right one field.	Tab
Move within a selection left one field.	Shift+Tab

—Select and edit in the entry bar

To do this	Press
Accept an entry.	Enter

Cancel an entry.	Esc
Delete one character to the left.	Backspace
Delete one character to the right.	Delete
Delete one word to the right.	Ctrl+Delete
Extend the selection to the end of the text.	Shift+End
Extend the selection to the start of the text.	Shift+Home
Turn on or off Overtyping mode.	Insert

—Use a timescale

To do this	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)