



forProject™
forProject Technology, Inc.

PROJECT / FILE OPERATIONS

CTRL N	Create a new project
CTRL O	Open a project
CTRL S	Save the project
F12	Save As a new project
CTRL F4	Close the active project

TASK / ROW OPERATIONS

INSERT	Insert a new task
DELETE	Delete selected tasks
CTRL F2	Link selected tasks
CTRL SHIFT F2	Unlink selected tasks
ALT SHIFT ←	Outdent selected tasks
ALT SHIFT →	Indent selected tasks
SHIFT F2	Open Task Information
ALT F10	Open Assign Resources
SHIFT SPACE	Select current row
CTRL F	Open Find
CTRL G or F5	Open Go To
CTRL SHIFT A	Change to Auto Scheduled
CTRL SHIFT M	Change to Manually Scheduled
ALT SHIFT *	Show all subtasks
ALT SHIFT -	Hide subtasks
ALT SHIFT +	Show subtasks

SELECTION

CTRL	SHIFT	↑	Extend selection to first row
CTRL	SHIFT	↓	Extend selection to last row
SHIFT	HOME		Extend to first field in row
SHIFT	END		Extend to last field in row

GANTT TIMESCALE OPERATIONS

CTRL	SHIFT	F5	Scroll to selected task
ALT	HOME		Scroll to project start
ALT	END		Scroll to project end
ALT	←		Scroll timescale left
ALT	→		Scroll timescale right
ALT	PG UP		Scroll left one page
ALT	PG DN		Scroll right one page
CTRL	/		Zoom in timescale
CTRL	SHIFT	8	Zoom out timescale

MISCELLANEOUS OPERATIONS

F1		Open Help
F2		Edit the current cell
CTRL	F1	Show / hide the ribbon
CTRL	Z	Undo last action
CTRL	Y	Redo last undo
F3		Remove all filters
SHIFT	F3	Clear sort (sort by ID)
ALT	F3	Open Field Settings
F7		Start Spell Check
F9		Calculate project now
CTRL	F9	Turn Auto Calculate on/off



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forproject.com/ms-project-shortcuts

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Online version