

Microsoft Project Shortcut Keys

Keystroke	Result
Insert	Inserts new task
Ctrl+K	Inserts hyperlink
F1	Opens MS Project Help
F2	Activates Entry Bar
F3	Removes Filters
F7	Begins spell check
F9	Calculates Action
Alt+F10	Assigns resources
Shift+F2	Opens the Task Information dialog box
Ctrl+F	Displays the Find dialog box
Ctrl+F1	Hides the Ribbon
Ctrl+F2	Links selected tasks
Ctrl+G	Displays the Go To dialog box
Ctrl+H	Displays the Replace dialog box
Ctrl+Z	Undoes the previous action
Ctrl+Y	Redoes the undone action
Ctrl+P	Displays the Print preview in the Backstage
Ctrl+N	Opens a new blank Project
Ctrl+O	Opens the Open dialog box
Ctrl+S	Saves the file