Microsoft® Office Project

Key Templates

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Microsoft CERTIFIED Professional

Microsoft CERTIFIED Solution Developer

Microsoft Office Specialist — AUTHORIZED INSTRUCTOR

Microsoft Project Shortcut Keys Software Solutions	
Ctrl Keys	
Home	First Task
End	Last Task
A	Select All
B	Bold Text
C	Copy Text
D	Fill Down
F	Find
G	Go To
H	Replace
I	Italic
K	Hyperlink
L	Left Align
N	New File
O	Open a File
P	Print a File
R	Right Align
S	Save File
U	Underline
V	Paste Text
W	Close File
X	Cut Text
Y	Redo
Z	Undo
Ctrl Function Keys	
F2	Link Tasks
F4	Close File
Shift F2	Unlink Tasks
Function Keys	
F1	Help
F2	Edit
F5	Go To
F7	Spell Check
F8	Select Text
F12	File Save As
Shift Keys	
F2	Task Info
F2	Resource Info
Alt Keys	
Shift →	Demote
Shift ←	Promote
Home	Beginning Project
F8	Resource Assign

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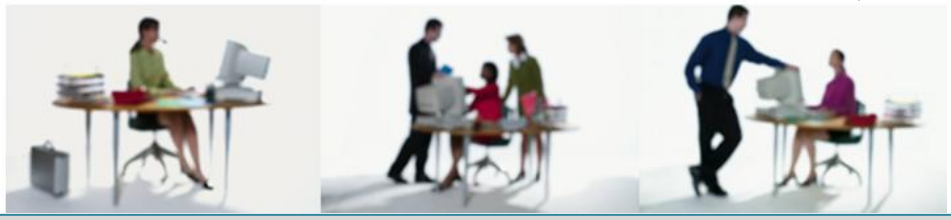
Microsoft Project Shortcut Keys	Ctrl Keys								
Software Solutions	Home	End	A	B	C	D	F	G	H
	First Task	Last Task	Select All	Bold	Copy	Fill Down	Find	Go To	Replace

CTRL Keys											
I	K	L	N	O	P	R	S	U	V	W	X
Italic	Hyperlink	Left Align	New File	Open File	Print File	Right Align	Save File	Underline	Paste Text	Close File	Cut Text

CTRL Keys		Ctrl Function Keys			Function Keys					Shift Keys	
Y	Z	F2	F4	Shift F2	F1	F2	F5	F7	F12	F2	F2
Redo	Undo	Link Tasks	Close File	Unlink Tasks	Help	Edit	Go To	Spell Check	File Save As	Task Info	Resource Info

Alt Keys											
Shift →	Shift ←	Home	F8								
Demote	Promote	Beginning Project	Resource Assign								

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