



Where Project Managers and Microsoft® Meet

Microsoft® Project Keyboard Shortcuts

Keystroke	Result
Alt + N > Tab	Create a folder from the shortcut menu
Alt + N	Opens the shortcut menu, where you can create a document
Alt + U	Upload a document
Alt + C	Opens Actions menu, where you can export results to your spreadsheet
Alt + I	Opens the Settings menu
Alt + M	Opens the 'More' menu for the selected item
Alt + N	Create a new document
Alt + N > tab to New Folder > Enter	Create a new folder
Alt + R	Shows a graphical summary of responses link
Alt + S	Search
Alt + U	Upload a document in the Add a document dialog box, also shows the all responses link
Alt + Y	Syncs library
Backspace	Delete the selection, or the character in front of the cursor
Ctrl + M	Indent a paragraph from the left
Ctrl + B	To bold or unbold selected text
Ctrl + Backspace	Deletes the whole word to the left of the cursor
Ctrl + C	Copy
Ctrl + Delete	Deletes the whole word to the right of the cursor
Ctrl + E	Center-align paragraph
Ctrl + I	To italicize or un-italicize selected text
Ctrl + K	Insert a hyperlink
Ctrl + L	Left-align paragraph
Ctrl + R	Right-align paragraph
Ctrl + Shift + M	Outdent/remove indentation of paragraph
Ctrl + Spacebar	Clear formatting
Ctrl + U	To underline or remove underline formatting from selected text
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo

Delete	Delete your selection without saving it to the Clipboard
Down Arrow Alt + Down Arrow	Navigate through site options, menu lists, and drop down list
Esc	Close an opened menu on the Ribbon
(In a SharePoint list) Select a list item > hit TAB to find the edit command	Edit a page in the Datasheet view
Insert	Switch between inserting and overwriting text
Shift + Enter	Expand ribbon or site menus and lists or to insert a new line (but not in the HTML Paragraph element)
Shift + F10	Opens the shortcut menu for the selected item
Tab	Navigate on your current screen
Tab (Press repeatedly/immediately, after opening the page in the browser)	Turns the More Accessible Mode on or off