

## Navigation commands

To...	Press...
Activate the application control menu	<b>ALT+SPACEBAR</b>
Activate context-sensitive Help pointer	<b>SHIFT+F1</b>
Activate entry bar to edit text in a field	<b>F2</b>
Activate menu bar	<b>F10 or ALT</b>
Activate next project window	<b>CTRL+F6</b>
Activate other pane in combination view	<b>F6</b>
Activate previous project window	<b>CTRL+SHIFT+F6</b>
Activate project control menu	<b>ALT+HYPHEN</b>
Activate split bar	<b>SHIFT+F6</b>
Close project window	<b>CTRL+F4</b>
Close program window	<b>ALT+F4</b>
Display all tasks or resources	<b>ALT+F3</b>
Display the Column Definition dialog box	<b>ALT+F3</b>
Maximize project window	<b>CTRL+F7</b>
Display Help	<b>F1</b>
Open a new window	<b>SHIFT+F11</b>
Reset sort to ID order	<b>SHIFT+F3</b>

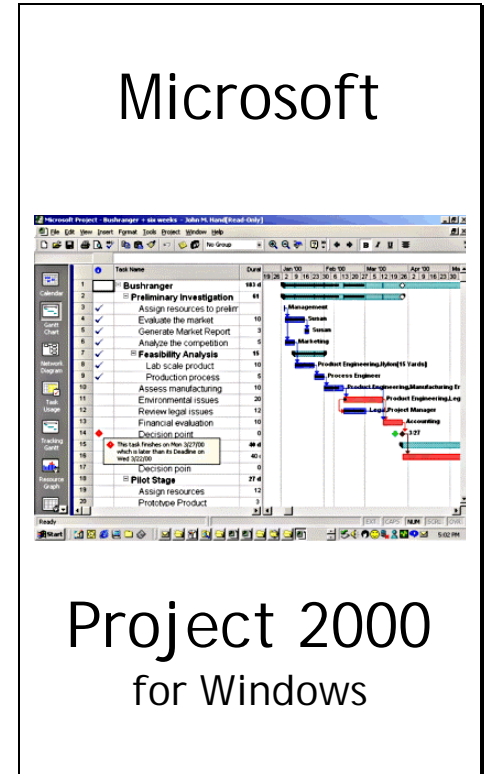
## Navigation commands (continued)

To...	Press...
Reduce a selection to a single field	<b>SHIFT+BACKSPACE</b>
Restore project window	<b>CTRL+F5</b>
Select a drawing object	<b>F6</b>
Size the project window	<b>CTRL+F8</b>
Display task information	<b>SHIFT+F2</b>
Display resource information	<b>SHIFT+F2</b>
Display resource assignments	<b>SHIFT+F2</b>
Turn on/off the Add To Selection mode	<b>SHIFT+F8</b>
Turn on/off Auto Calculate	<b>CTRL+F9</b>
Turn on/off the Extend Selection mode	<b>F8</b>
Move left, right, up, or down to view different pages in the Print Preview window	<b>ALT+ARROW KEYS</b>

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**Project 2000**  
for Windows

Keyboard Shortcuts  
QUICK REFERENCE GUIDE

Keys for accessing menus

To...	Press...
Activate the menu bar	<b>F10</b> or <b>ALT</b>
Display the program Control menu	<b>ALT + SPACEBAR</b>
Select the next or previous command on the menu/submenu	<b>DOWN ARROW</b> or <b>UP ARROW</b> (with menu or submenu displayed)
Select the menu to the left or right or switch between the main menu and the submenu	<b>LEFT ARROW</b> or <b>RIGHT ARROW</b>
Select the first or last menu command	<b>HOME</b> or <b>END</b>
Close the visible menu <i>and</i> submenu	<b>ALT</b>
Close the visible menu <i>or</i> the submenu only	<b>ESC</b>
<p>Note: You can select any command on a menu or visible toolbar with the keyboard. To select a command on a menu, press ALT to select the menu bar, press the underlined letter in the menu title that contains the command you want, and then press the underlined letter in the command name that you want. To select a command on a toolbar, press CTRL+TAB until the toolbar you want is selected, and then press TAB to select the toolbar command you want.</p>	

Keys for accessing toolbars

On a toolbar, to...	Press...
Activate the menu bar	<b>F10</b> or <b>ALT</b>
Select the next or previous toolbar	Press <b>ALT</b> to activate command navigation and then press <b>CTRL+TAB</b> or <b>CTRL+SHIFT+TAB</b>
Select the next or previous button or menu on the toolbar	<b>TAB</b> or <b>SHIFT+TAB</b> when a toolbar is active
Open the selected menu	<b>ENTER</b>
Perform the action assigned to the selected button	<b>ENTER</b>
Enter text in the selected text box	<b>ENTER</b>
Select an option from a list box or from a menu	<b>ARROW</b> keys to move through options and then press <b>ENTER</b> to select the desired option (when a list box is selected)

Keys for working with files

Action	Key command
New	<b>CTRL+N</b> or <b>F11</b>
Open	<b>CTRL+O</b>
Print	<b>CTRL+P</b>
Save	<b>CTRL+S</b>
Save As	<b>F12</b> or <b>ALT+F12</b>
Close	<b>CTRL+F4</b>
Exit program	<b>ALT+F4</b>

Keys for outlining a project

To...	Press...
Hide subtasks	<b>ALT+SHIFT+HYPHEN</b> or <b>ALT+SHIFT+MINUS</b> (on numeric keypad)
Indent	<b>ALT+SHIFT+RIGHT ARROW</b>
Show subtasks	<b>ALT+SHIFT+=</b> (equal) or <b>ALT+SHIFT+PLUS</b> (on numeric keypad)
Show all tasks	<b>ALT+SHIFT+*</b> (asterisk on numeric keypad)
Outdent	<b>ALT+SHIFT+LEFT ARROW</b>