



DOING THIS USING....	KEYBOARD	MOUSE
Next row	ENTER or ↓	Click
Previous row	↑	Click
Next column	TAB or →	Click
Previous column	←	Click
Scroll right by one day on the Timescale	ALT + →	Click on the Horizontal Scrollbar→
Scroll left by one day on the Timescale	ALT + ←	Click on the Horizontal Scrollbar←
Move to a specific task on the Sheet	CTRL + F	Edit, Find
Split Window	ALT + W + S	Drag the  at down right upwards
Remove Split	ALT + W + S	Drag the  downwards
Invoking Options	ALT + T + O	Click Tools, Options
Task Information dialog box	SHIFT + F2	Double click task
Project Information dialog box	ALT + P + P	Click, Project, Project Information
Report	ALT + R + R	Click, Report, Reports
Show all subtasks	ALT + S + A	Click Show, All Subtasks
Edit task	F2	Click in the Entry Bar
Delete task	ALT + E + D	Click Edit, Delete Task
Undo	CTRL + Z	Click Undo icon on Standard Toolbar
Redo	CTRL + Y	Click Redo icon on Standard Toolbar
Link Tasks	CTRL + F2	Click Link Task icon on Std. Toolbar
Unlink Tasks	CTRL + SHIFT + F2	Click Unlink Task icon on Std. Toolbar
Resource Information dialog	SHIFT + F2	Double click on Resource Name
Move to right tabs within a dialog box	→	Click on the Tab
Move to left tabs within a dialog box	←	Click on the Tab