PLANACADEMY
Cheat Sheets

KEYBOARD SHORTCUT	ACTION
CTRL + N	Create a new project.
CTRL + O	Open a project.
CTRL + W	Close all opened projects.
CTRL + F	Search.
CTRL + R	Search and Replace.
CTRL + Z	Undo last Action.
CTRL + E	Fill Down a value.
CTRL + A	Select ALL objects.
CTRL + X	Cut an object.
CTRL + C	Copy an object.
CTRL + V	Paste an object.

PLANACADEMY
Cheat Sheets

KEYBOARD SHORTCUT	ACTION
CTRL + Numpad +	Expand all rollups.
CTRL + Numpad –	Collapse all rollups.
F2	Edit a field.
CTRL + H	Erase and edit a field.
CTRL + P	Print.
CTRL + SHIFT + P	Print Preview.
CTRL + Arrow Keys	Move a WBS element (WBS Screen only).
F5	Commit changes to the database (ie: force save).
F10	Refresh screen data from the database.
F7	Spell-Check.
F9 , ENTER	Re-schedule.