

PRIMAVERA P6 SHORTCUT

File Menu (Alt-F)

Shortcut	Command
Alt-F, N	New
Alt-F, O	Open
Alt-F, C	Close All
Alt-F, U	Page Setup
Alt-F, S	Print Setup
Alt-F, V	Print Preview
Alt-F, P	Print
Alt-F, I	Import
Alt-F, E	Export
Alt-F, D	Send Project
Alt-F, H	Check In
Alt-F, K	Check Out
Alt-F, L	Select Project Portfolio
Alt-F, M	Commit Change
Alt-F, R	Refresh Data
Alt-F, J	Lists the last four projects that were opened and opens the project then selected.
Alt-F, X	Exit

Edit Menu (Alt-E)

Shortcut	Command
Alt-E, T	Cut
Alt-E, C	Copy
Alt-E, P	Paste
Alt-E, A	Add
Alt-E, L	Delete
Alt-E, O	Dissolve
Alt-E, I	Assign
Alt-E, I, R	Resources
Alt-E, I, L	Resources by Role
Alt-E, I, O	Roles
Alt-E, I, C	Activity Codes
Alt-E, I, P	Predecessors
Alt-E, I, S	Successors
Alt-E, K	Link Activities
Alt-E, W	Fill Down
Alt-E, L	Select All
Alt-E, F	Find
Alt-E, N	Find Next
Alt-E, R	Replace
Alt-E, S	Spell Check
Alt-E, U	Preferences

View Menu (Alt-V)

Shortcut	Command
Alt-V, O	Layout
Alt-V, W	Show on Top
Alt-V, H	Show on Bottom
Alt-V, M	Timescale
Alt-V, F	Filter By
Alt-V, G	Group and Sort By
Alt-V, P	Progress Spotlight
Alt-V, T	Attachments
Alt-V, N	Table Font and Row
Alt-V, R	Arrange Children
Alt-V, L	Align Children
Alt-V, X	Chart Box Template
Alt-V, N	Chart Font and Colors
Alt-V, H	Hint Help
Alt-V, S	Status Bar
Alt-V, Z	Zoom
Alt-V, E	Expand All
Alt-V, C	Collapse All
Alt-V, T	Toolbars

Project Menu (Alt-P)

Shortcut	Command
Alt-P, A	Activities
Alt-P, S	Resource Assignments
Alt-P, W	WBS
Alt-P, E	Expenses
Alt-P, D	Work Products and Documents
Alt-P, T	Thresholds
Alt-P, I	Issues
Alt-P, R	Risks
Alt-P, P	Set Default Project

Enterprise Menu (Alt-N)

Shortcut	Command
Alt-N, P	Projects
Alt-N, E	Enterprise Project Structure
Alt-N, C	Tracking
Alt-N, F	Project Portfolios
Alt-N, R	Resources
Alt-N, O	Roles
Alt-N, O	OBS
Alt-N, S	Resource Codes
Alt-N, J	Project Codes
Alt-N, C	Activity Codes
Alt-N, C	Calendars
Alt-N, E	Resource Shifts
Alt-N, V	Activity Step Templates
Alt-N, A	Cost Accounts
Alt-N, F	Funding Sources
Alt-N, U	Resource Curves
Alt-N, N	External Applications

Tools Menu (Alt-T)

Shortcut	Command
Alt-T, S	Schedule
Alt-T, L	Level Resources
Alt-T, A	Apply Actuals
Alt-T, U	Update Progress
Alt-T, Z	Summarize
Alt-T, Z, O	Open Projects
Alt-T, Z, A	All Projects
Alt-T, J	Job Services
Alt-T, O	Store Period Performance
Alt-T, G	Global Change
Alt-T, M	Monitor Thresholds
Alt-T, I	Issue Navigation
Alt-T, P	Reports
Alt-T, P, P	Reports
Alt-T, P, G	Report Groups
Alt-T, P, B	Batch Reports
Alt-T, W	Report Wizard
Alt-T, P	Publish
Alt-T, P, P	Project Web Site
Alt-T, P, A	Activity Layouts
Alt-T, P, T	Tracking Layouts

Admin Menu (Alt-A)

Shortcut	Command
Alt-A, U	Users
Alt-A, S	Security Profiles
Alt-A, P	Admin Preferences
Alt-A, C	Admin Categories
Alt-A, C	Currencies
Alt-A, F	Financial Period Calendars

Help Menu (Alt-H)

Key	Command
Alt-H, L	Local Help
Alt-H, O	Online Help
Alt-H, A	About Primavera P6 Professional

File Menu (Alt+F)

Shortcut	Command
Ctrl+N	New
Ctrl+O	Open
Ctrl+W	Close All
Ctrl+P	Print
<F10>	Commit Changes
<F5>	Refresh Data

Edit Menu (Alt+E)

Shortcut	Command
Ctrl+Z	Undo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
<Ins>	Add
	Delete
Ctrl+F	Find
<F3>	Find Next
Ctrl+R	Replace
<F7>	Spell Check

View Menu (Alt+V)

Shortcut	Command
Alt+<F1>	Hint Help

Tools Menu (Alt+T)

Shortcut	Command
<F9>	Schedule
<Shift> + <F9>	Level Resources
<Shift> + <F12>	Disable Auto-Reorganization

Help Menu (Alt+H)

Shortcut	Command
Ctrl+<F1>	Local Help
Ctrl+Alt+<F1>	Online Help