

Shortcuts for Gantt Charts

Chart Layout				Selected Objects			
Undo	Ctrl+Z	Tasks List		Label		Task	
Redo	Ctrl+Y	Boxes	Alt+B	Edit Label	F2/Enter	Insert Task After	Ctrl+Enter
		List	Alt+L	Restore	F5	Insert Task Before	Ctrl+Shift+Enter
Calendar for Selected	Alt+Enter	Mixed	Alt+X	Place	Ctrl+F5	Add Subtask	Ctrl+Plus
Delete Selected	Del			Delete	Del	Move Right (Demote)	Ctrl+Right or Tab
		No Column Header	Alt+N			Move Left (Promote)	Ctrl+Left or Shift+Tab
Edit Text	F2	One Column	Alt+O	<i>Label Attributes</i>		Move Up	Ctrl+Up
Edit Text	Enter	All Columns	Alt+A	Bold	Ctrl+B	Move Down	Ctrl+Down
Restore Label	F5			Italic	Ctrl+I		
SpellCheck	F7	Show Level 1 Gridlines	Alt+Shift+1	Underline	Ctrl+U	Bkg Includes Subtasks	Ctrl+[
Restore Selected	F9	Show Level 2 Gridlines	Alt+Shift+2	Align Left	Ctrl+L	Bkg Includes Timeline Rows	Ctrl+]
		Show Level 3 Gridlines	Alt+Shift+3	Align Right	Ctrl+R	Show Separator	Ctrl+\
Format Chart	Alt+C			Align Center	Ctrl+E		
		Show Level 1 Zebra	Alt+Ctrl+1	Align Top	Ctrl+T	Timeline Row	
Apply PM Settings	Shift+Alt+P	Show Level 2 Zebra	Alt+Ctrl+2	Align Middle	Ctrl+D	Increase Height	Shift+Down
		Show Level 3 Zebra	Alt+Ctrl+3	Align Bottom	Ctrl+O	Decrease Height	Shift+Up
Chart Properties	Ctrl+Alt+Enter					Insert Row After	Ctrl+Enter
		Timelines Header		Increase Font Size	Ctrl+Shift+>	Insert Row Before	Ctrl+Shift+Enter
		Show Days	Alt+D	Decrease Font Size	Ctrl+Shift+<		
<i>Labels</i>		Show Weeks	Alt+W	Horizontal	Ctrl+Shift+H	Timelines Area Elements	
Select All	Ctrl+A	Show Months	Alt+M	Vertical	Ctrl+Shift+V	Move 1 Day Right	Ctrl+Right
Reverse Selection	Ctrl+Shift+A	Show Quartes	Alt+Q			Move 1 Day Left	Ctrl+Left
Restore Selected	F5	Show Years	Alt+Y	<i>Multiselected labels</i>		Move 1 row down	Ctrl+Down
Restore All	Alt+Shift+F5			Align Tops	Ctrl+Shift+T	Move 1 row up	Ctrl+Up
		Show Days Gridlines	Alt+Shift+D	Align Middles	Ctrl+Shift+D	Increase Duration	Shift+Right
		Show Weeks Gridlines	Alt+Shift+W	Align Bottoms	Ctrl+Shift+O	Decrease Duration	Shift_Left
		Show Months Gridlines	Alt+Shift+M	Align Lefts	Ctrl+Shift+L	Increase Height	Shift+Down
		Show Quartes Gridlines	Alt+Shift+Q	Align Centers	Ctrl+Shift+E	Decrease Height	Shift+Up
		Show Years Gridlines	Alt+Shift+Y	Align Rights	Ctrl+Shift+R		
		Show Days Zebra	Alt+Ctrl+D	<i>Insert</i>			
		Show Weeks Zebra	Alt+Ctrl+W	Milestone	F8	Default/Alternative Style	F12
		Show Months Zebra	Alt+Ctrl+M	Process	F6	Reset Custom Style	F9
		Show Quartes Zebra	Alt+Ctrl+Q	Bar	Shift+F6		
		Show Years Zebra	Alt+Ctrl+Y	Line	Ctrl+F6	<i>Element text</i>	
		Weekends	Alt+Ctrl+E	Bracket	Alt+F6	Loop through options below	F3
				Dateline	Ctrl+F8		
		Calendar for Chart	Alt+Enter	DateShade	Ctrl+F10		
		Extra Columns					
		Extra Columns on the Right	Alt+R				
		Extra Columns on the Left	Alt+E				
		Extra Column1 Visible	Alt+1				
		Extra Column2 Visible	Alt+2				