

Lehnert Computer Services

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Question: There seems to be a lot of steps to go from one screen or view to another. Is there anyway to speed up the process and not have to remember all those clicks?

Answer: Navigation through MS Project can be tricky. There are several ways of speeding up the process in many areas. Here are a few suggestions:

Keystrokes:

Keystrokes	Result
F3 (my favorite)	Removes a filter
CTRL-Home	Beginning of a project plan
CTRL-End	End of a project plan
Insert a task	Insert key on keyboard
Delete a task	Delete key on keyboard (be careful can be dangerous)
Bring Gantt Bars into view	Select a task then click Alt-Home
Close a form (ie: Task Information box)	Esc

If you are looking for more keystrokes, enter “Keyboard keystrokes” into MS Project help.

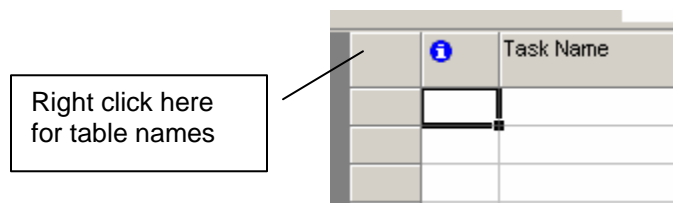
Right clicks always means more options:

If you have opened the view bar on the left side of the screen, you can close it (View → click off View Bar) and acquire another inch of screen space. You will also acquire a great short cut. Point to the screen name on the left side of the screen and right click. You will get a list of possible views. This view short cut may also be customized. To customize the view short cut:

1. View → move views → select the view and click edit
2. On the bottom on the left is an option to “show in the menu”. If there is a click mark, the view will show in the short cut.

You may also use this same method to hide views that are rarely used.

Switch between tables in the Gantt chart view: Right click in the box in the upper left corner of the screen at the top of the task names (see below):



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The table menu may also be customized by clicking on:

1. View → Tables → more tables
2. Select the desired table, click on edit
3. At the top of the form to the right of the table name is an option to “show in the menu”. If there is a checkmark in the box, the table will appear when you right click in the box on the Gantt Chart (see above).

This method may also be used to turn off the appearance of tables that you use less frequently. The tables which do not appear in this short menu are available in View → Tables → more tables.