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Deltek WorkBook

Keyboard Shortcuts Guide

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Overview

WorkBook enables you to use keyboard shortcuts for many actions. The following sections list and describe them for Windows-based computers and [macOS-based computers](#), respectively.

Using WorkBook Keyboard Shortcuts for Windows-Based Computers

To use each shortcut press or hold down a key or a sequence of keys. For example:

- To create a job, hold down the **Ctrl** and **Alt** keys, then press the **J** key.
- To do a quick search, hold down the **Alt** key, then press the **S** key.
- To refresh a page, press the **F9** key.

The columns **Key 1**, **Key 2**, and **Key 3** in the following table indicate the sequence in which you must hold/press the key(s).

Tip: Although letters shown in the **Key 3** column appear in upper case, you do not need to use the **Shift** key to execute the shortcut. For example, to create a job, hold down the **Ctrl** and **Alt** keys, then press the **J** key.

Action	Key 1	Key 2	Key 3
WorkBook Shortcuts (General)			
Create job	Ctrl	Alt	J
Create task	Ctrl	Alt	1
Create ticket	Ctrl	Alt	N
Create ticket (quick)	Ctrl	Alt	Q
Create conversation	Ctrl	Alt	V
Create client	Ctrl	Alt	C
Create contact	Ctrl	Alt	K
Create prospect	Ctrl	Alt	P
Create connection	Ctrl	Alt	O
Create supplier	Ctrl	Alt	S
Create other resource	Ctrl	Alt	R
Create media business	Ctrl	Alt	B

Action	Key 1	Key 2	Key 3
Create technical resource	Ctrl	Alt	Y
Create time entry	Ctrl	Alt	T
Create expense entry	Ctrl	Alt	E
Create material entry	Ctrl	Alt	M
Create mileage entry	Ctrl	Alt	I
Create absence entry	Ctrl	Alt	G
Create document approval entry	Ctrl	Alt	D
Create pipeline activity	Ctrl	Alt	A
Quick search		Alt	S
Print		Alt	P
Refresh page			F9
Toggle full screen	Ctrl	Alt	F
Close a card		Alt	W
Close a dialog			Esc
Close top window	Ctrl		Q
Next active menu		Alt	M
Previous active menu		Alt	N
Next active grid		Alt	L
Previous active grid		Alt	K
Grid Shortcuts			
Select row		Shift	Space bar
Select column	Ctrl		Space bar
Start editing current cell / Show items in a drop-down list			F2
Start editing current cell / Show items in a drop-down list			F4
Open drop-down		Alt	Up arrow

Action	Key 1	Key 2	Key 3
Open drop-down		Alt	Down arrow
Start editing or toggle check box			Space bar
Select entire grid contents	Ctrl		A
Select cell on left / Close group			Left arrow
Select cell on right / Open group			Right arrow
Extend selection to include cell to the left		Shift	Left arrow
Extend selection to include cell to the right		Shift	Right arrow
Select cell above current cell			Up arrow
Select cell below current cell			Down arrow
Extend selection to include cell above		Shift	Up arrow
Extend selection to include cell below		Shift	Down arrow
Select cell one page above current cell			Page Up
Select cell one page below current cell			Page Down
Extend selection to include cell one page above		Shift	Page Up
Extend selection to include cell one page below		Shift	Page Down
Select first row in grid		Alt	Page Up
Select last row in grid		Alt	Page Down
Extend selection to include first row	Shift	Alt	Page Up
Extend selection to include last row	Shift	Alt	Page Down
Move selection to first column			Home
Move selection to last column			End
Extend selection to include first column		Shift	Home
Extend selection to include last column		Shift	End
Move selection to first row and column	Ctrl		Home
Move selection to last row and column	Ctrl		End

Action	Key 1	Key 2	Key 3
Extend selection to include first row and column	Ctrl	Shift	Home
Extend selection to include last row and column	Ctrl	Shift	End
Cancel current cell or row editing operation			Esc
Move selection to next focusable element			Tab
Move selection to previous focusable element		Shift	Tab
Exit editing mode and select cell below current cell			Enter
Exist editing mode and select cell above current cell		Shift	Enter
Copy selection to clipboard	Ctrl		C
Copy selection to clipboard	Ctrl		Insert
Paste contents of clipboard into selected area	Ctrl		V
Paste contents of clipboard into selected area		Shift	Insert
Delete current line	Ctrl		Delete
Delete current line	Ctrl		V
Create new row	Ctrl		Insert
Create new row	Ctrl	Shift	+
Duplicate cell immediately above current cell		Alt	'
Duplicate cell immediately above current cell	Ctrl	Shift	'
Duplicate cell immediately above current cell		Alt GR ¹	'
Sort grid by multiple columns		Shift	Left-click
Reset all grid sorting	Ctrl		Left-click
Group/ungroup column		Alt	Left-click
Group/ungroup currently selected column	Alt	G	
Group / ungroup on column (that the currently selected cell belongs to)	Alt		6

¹ This key has multiple names: Alt-GR, AltGr, Alt-Graph, Right-Alt, and others. In many systems, it acts as a combination of CTRL+Alt. Thus, instead of pressing CTRL+Alt+2 to print "@" you can press Alt-GR+2 to get the same result. It is usually located to the right of the space bar, and to the left of the right-side Windows key. It might not be present on some keyboards.

Action	Key 1	Key 2	Key 3
Grid Date Picker Shortcuts			
Today			D
First day of current month (Note that this is the first calendar day, not the first work day.)			P
Last day of current month (Note that this is the last calendar day, not the last work day.)			U
Last date last month			L
First date next month			N
Last day current year			E
First day current year			S
Last workday next month			K
Last workday current month			O
First workday current year			Y
Last workday current year			W
Add a day	Shift		+
Subtract a day			-
Grid Drop-Down Shortcuts			
Select next item			Down arrow
Select previous item			Up arrow
Select first item			Home
Select last item			End
Select item one page up			Page Up
Select item one page down			Page Down
Close drop-down			F2
Close drop-down			F4
Close drop-down			Esc

Action	Key 1	Key 2	Key 3
Save selected item			Enter
Gantt Shortcuts			
Select new row			Down arrow
Select previous row			Up arrow
Close group			Left arrow
Close group			–
Open group			Right arrow
Open group	Shift		+
Change name			F2
Change name			T
Change start date			D
Change duration			W
Date Picker Shortcuts			
Move to the previous month			Page Up
Move to the next month			Page Down
Move to the previous year	Ctrl		Page Up
Move to the next year	Ctrl		Page Down
Open date picker if closed	Ctrl		Home
Move to the current month	Ctrl		Home
Move to the previous day	Ctrl		Left arrow
Move to the next day	Ctrl		Right arrow
Move to the previous week	Ctrl		Up arrow
Move to the next week	Ctrl		Down arrow
Select the focused date			Enter
Close date picker and erase date	Ctrl		End

Action	Key 1	Key 2	Key 3
Close date picker without selection			Esc
Inbox			
Create new conversation			Insert
Remove conversation from inbox			Delete
Unsubscribe			U
Shortcut (Context) Menu			
Select next item			Down arrow
Select next item			Space bar
Select previous item			Up arrow
Select previous item		Shift	Space bar
Go out of sub-context menu			Left arrow
Go into sub-context menu			Right arrow
Activate selected item			Enter
Close context menu			Esc
Drop-Down Element			
Open drop-down			Enter
Open drop-down			Space bar
Open drop-down			Down arrow
Open drop-down			Up arrow
Close drop-down			Esc
Select item and close drop-down			Enter

Using WorkBook Keyboard Shortcuts for macOS-Based Computers

To use each shortcut press or hold down a key or a sequence of keys. For example:

- To copy, hold down the **Cmd** key, then press the **C** key.

The columns **Key 1**, **Key 2**, and **Key 3** in the following table indicate the sequence in which you must hold/press the key(s).

Tip: Although letters shown in the **Key 3** column appear in upper case, you do not need to use the **Shift** key to execute the shortcut. For example, to create a job, hold down the **Ctrl** and **Alt** keys, then press the **J** key.

Attention: In cases where a shortcut mentions one or more keys that do not exist on a macOS-based computer, that shortcut is provided for those who use an external keyboard that includes those key(s).

Action	Key 1	Key 2	Key 3
WorkBook Shortcuts (General)			
Create job	Control	Option	J
Create task	Control	Option	1
Create ticket	Control	Option	N
Create ticket (quick)	Control	Option	Q
Create conversation	Control	Option	V
Create client	Control	Option	C
Create contact	Control	Option	K
Create prospect	Control	Option	P
Create connection	Control	Option	O
Create supplier	Control	Option	S
Create other resource	Control	Option	R
Create media business	Control	Option	B
Create technical resource	Control	Option	Y

Action	Key 1	Key 2	Key 3
Create time entry	Control	Option	T
Create expense entry	Control	Option	E
Create material entry	Control	Option	M
Create mileage entry	Control	Option	I
Create absence entry	Control	Option	G
Create document approval flow	Control	Option	D
Create pipeline activity	Control	Option	A
Quick search		Option	S
Print		Option	P
Refresh page			F9
Toggle full screen	Control	Option	F
Close a card		Option	W
Close top window	Control		Q
Next active menu		Option	M
Previous active menu		Option	N
Grid Shortcuts²			
Select row		Shift	Space bar
Start editing current cell / Show items in a drop-down list			F2
Start editing current cell / Show items in a drop-down list			F4
Open drop-down		Option	Up arrow
Open drop-down		Option	Down arrow
Start editing or toggle check box			Space bar
Select entire grid contents	Cmd		A
Select cell on left / Close group			Left arrow

² Note that not all grids support all shortcuts.

Action	Key 1	Key 2	Key 3
Select cell on right / Open group			Right arrow
Extend selection to include cell to the left		Shift	Left arrow
Extend selection to include cell to the right		Shift	Right arrow
Select cell above current cell			Up arrow
Select cell below current cell			Down arrow
Extend selection to include cell above		Shift	Up arrow
Extend selection to include cell below		Shift	Down arrow
Select cell one page above current cell			Page Up
Select cell one page below current cell			Page Down
Extend selection to include cell one page above		Shift	Page Up
Extend selection to include cell one page below		Shift	Page Down
Select first row in grid		Option	Page Up
Select last row in grid		Option	Page Down
Extend selection to include first row	Shift	Option	Page Up
Extend selection to include last row	Shift	Option	Page Down
Move selection to first column			Home ³
Move selection to last column			End ⁴
Extend selection to include first column		Shift	Home
Extend selection to include last column		Shift	End
Cancel current cell or row editing operation			Esc
Move selection to next focusable element			Tab
Move selection to previous focusable element		Shift	Tab
Exit editing mode and select cell below current cell			Enter

³ If you are not using an external keyboard with a Home key you may be able to use Command+Left-Arrow instead.

⁴ If you are not using an external keyboard with an End key you may be able to use Command+Right-Arrow instead.

Action	Key 1	Key 2	Key 3
Exit editing mode and select cell above current cell		Shift	Enter
Copy selection to clipboard	Cmd		C
Paste contents of clipboard into selected area	Cmd		V
Paste contents of clipboard into selected area		Shift	Insert
Delete current line	Ctrl	Shift	- (hyphen)
Create new row	Cmd	Shift?	+
Sort grid by multiple columns (Note: Click on header first.)		Shift	Left-click
Reset all grid sorting (Note: Click on header first.)	Cmd		Left-click
Group/ungroup column (Note: Click on header first.)		Option	Left-click
Group/ungroup currently selected column (Note: Focus on a column first.)	Alt	G	
Grid Date Picker Shortcuts			
Today			D
First day of current month (Note that this is the first calendar day, not the first work day.)			P
Last day of current month (Note that this is the last calendar day, not the last work day.)			U
Last date last month			L
First date next month			N
Last day current year			E
First day current year			S
Last workday next month			K
Last workday current month			O
First workday current year			Y
Last workday current year			W
Add a day	Shift		+
Subtract a day			-

Action	Key 1	Key 2	Key 3
Grid Drop-Down Shortcuts			
Select next item			Down arrow
Select previous item			Up arrow
Select first item			Home ⁵
Select last item			End ⁶
Select item one page up			Page Up
Select item one page down			Page Down
Close drop-down			F2
Close drop-down			F4
Close drop-down			Esc
Save selected item			Enter
Gantt Shortcuts			
Select new row			Down arrow
Select previous row			Up arrow
Close group			Left arrow
Close group (Note: You must select the group row first.)			–
Open group			Right arrow
Open group	Shift		+
Change name			F2
Change name (Note: You must select a task row in the Gantt first.)			T
Change name (Note: You must select a task row in the Gantt first.)			F2
Change start date			D

⁵ If you are not using an external keyboard with a Home key you may be able to use Command+Left-Arrow.

⁶ If you are not using an external keyboard with an End key you may be able to use Command+Right-Arrow.

Action	Key 1	Key 2	Key 3
Change duration (Note: You must select a task row in the Gantt first.)			W
Change duration (Note: You must select a task row in the Gantt first.)			F2
Date Picker Shortcuts			
Move to the previous month			Page Up
Move to the next month			Page Down
Open date picker if closed	Cmd		Home ⁷
Move to the current month	Cmd		Home
Select the focused date			Enter
Close date picker without selection			Esc
Inbox			
Create new conversation			Insert
Remove conversation from inbox			Delete
Unsubscribe			U
Shortcut (Context) Menu			
Select next item			Down arrow
Select previous item			Up arrow
Select previous item		Shift	Space bar
Activate selected item			Enter
Close context menu (Note: You must have focus on an open shortcut menu.)			Esc
Drop-Down Element (Not in Grids)			
Open drop-down			Enter
Open drop-down			Space bar

⁷ If you are not using an external keyboard with a Home key you may be able to use Command+Left-Arrow.

Overview

Action	Key 1	Key 2	Key 3
Close drop-down			Esc
Select item and close drop-down			Enter

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