

Deltek Costpoint 8.1 cheat sheet

Line

Ctrl + E	Duplicate a selected line/record
Alt + V	Force validation fo the selected line
F2	Add a new line/record
Ctrl + Del	Mark a selected line/record for deletion

Edit

Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste copied or cut text
Ctrl + Z	Undo the last action taken

File

F4	Clone selected
Shift + Ctrl + P	Print the default report
F6	Save all changes and continue working on the application
Ctrl + Shift + F12	Log out
Ctrl + Alt + V	Force validation for an object
Alt + W	Close the current application
F2	Add a new row
F5	Save all changes
F3	Execute the default application process

Option

Ctrl + B or Ctrl + Right arrow	Go to the next
Ctrl + Left arrow	Go to the previous
Ctrl + Down arrow	Go to the last
Ctrl + Up arrow	Go to the first
Ctrl + M	Toggle between table and form view
Alt + Ctrl + T	Toggle between viewing between new and existing records
Ctrl + Tab	Go to the next tab
F11	Open the Query window

F10	Open a Lookup window
Shift + Alt + Z	Reset the default positioning and view
Shift + F3	Show/hide messages & errors

Miscellaneous

Alt + -	Decrease the scale of a report
Alt + +	Increase the scale of a report
Alt + O	Click OK on a subtask
Alt + P	Print a report in report preview
Alt + J	Go to the next open application
Ctrl + Alt + P	Open the Print Options window
Ctrl + C	Copy selected text or selected rows (if no text is selected)
F8	Open the My Menu window.
Shift + F1	Open the help file
Shift + F11	Refresh all
Shift + Ctrl + R	Process the default action
Shift + F7	Toggle record section

Source: Quick reference card

Last modification: 12/5/2022 9:53:56 AM

More information: defkey.com/deltek-costpoint-8-1-shortcuts

[Customize this PDF...](#)