# 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 |
| Ctr + Shift + F12 | Log out |
| Ctrl + Alt + V | Force validation for an object |
| Alt + W | Close the current application |
| F2 | Add a rew 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...*