



P4 Plan cheat sheet

Editing text

Ctrl + Shift + V	Insert and immediately edit an image
Ctrl + Tab	Insert a tab
Ctrl + V	Insert an image
Ctrl + S	Save changes

The following list contains all general keyboard shortcuts, sorted by function:

General

Ctrl + R	Add more users to task
Ctrl + Shift + A	Arrange selected tasks
Ctrl + Shift + [Num 1 - 9]	Arrange tasks by extra column 1-9 numeric
Ctrl + Left arrow	Collapse all under sub project
Ctrl + Shift + L	Connect items by number
Ctrl + Shift + T	Connect selected
Ctrl + C	Copy to clipboard
Ctrl + Shift + W	Customize bug workflow (in QA view)
Ctrl + X	Cut to clipboard
Ctrl + Shift + G	Delegate sub project to
Del	Delete/Return to backlog
Ctrl + Shift + D	Disconnect selected tasks
Ctrl + Right arrow	Expand all under sub project
Ctrl + Shift + Q	Find bugs committed to this sprint
Ctrl + Shift + U	Flag as user story
Ctrl + Shift + C	Go to item in Board view
Ctrl + Shift + V	Go to item in Priority view
Ctrl + G	Go to item in Planning section
Ctrl + Shift + X	Go to item in Schedule view
Ctrl + E	Import Excel file
Ctrl + I	Import P4 Plan XML
Tab	Indent selected items
Ctrl + N	/ Insert Insert new item
Ctrl + Shift + N	Break down selected item
Ctrl + M	Insert release
Ctrl + U	Insert scheduled sub project
Ctrl + Shift + B	Link to items

Ctrl + Shift +
Home

Compress

Ctrl + Shift + Up arrow / Down arrow	Move items/tasks vertically
Ctrl + D	Open backlog
Ctrl + Shift + R	Open reports dialog
Shift + Tab	Outdent selected items
Ctrl + V	Paste from clipboard
Ctrl + Shift + W	Pipelines and workflows
Ctrl + P	Print
Ctrl + Y	Redo
Ctrl + Enter	Reply to/post reply comment
Ctrl + K	Save schedule in project history
Ctrl + Shift + M	Screenshot tool (in QA view)
Ctrl + A	Select all items
Ctrl + Shift + H	Set hyperlink on selected items
Ctrl + S	Show task in timeline view
Ctrl + T	Sort selected tasks by start date
Ctrl + [Num 1 - 9]	Sort tasks by extra column 1-9 numeric
Ctrl + W	Switch between agile and gantt scheduling interface
Ctrl + Shift + P	Tag to multiple releases
Ctrl + L	Tag to nearest release
Ctrl + F	Toggle find window
Ctrl + Z	Undo
Ctrl + Shift + I	View change history
Ctrl + O	View options
Ctrl + J	View project history
Ctrl + Shift + S	View selected items only
Ctrl + 0	Zoom view 100%
Ctrl + +	Zoom view in
Ctrl + -	Zoom view out

Last modification: AP 1404/2/3 22:36:10

More information: defkey.com/ps/p4-plan-perforce-shortcuts

[Customize this PDF...](#)