

Primavera P6 Menu Icons

<p>Icon Group: Print</p> <ul style="list-style-type: none"> Print Print Preview Page Setup Print Setup 	<p>Icon Group: Assign</p> <ul style="list-style-type: none"> Resources Resources by Role Roles Activity Codes Predecessors Successors Steps 	<p>Icon Group: Layout</p> <ul style="list-style-type: none"> Open Layout Save Layout Save Layout As Bars Columns Timescale Filter By Group and Sort By Line Numbers Table Font and Row User Preferences 	<p>Icon Group: Enterprise</p> <ul style="list-style-type: none"> Projects Resources Reports Tracking Enterprise Project Structure Project Portfolios Roles OBS 	<p>Icon Group: Dictionary</p> <ul style="list-style-type: none"> Resource Codes Project Codes Activity Codes User Defined Fields Calendars Resource Shifts Activity Step Templates Cost Accounts Funding Sources Resource Curves
<p>Icon Group: Standard</p> <ul style="list-style-type: none"> New Open Close Refresh 	<p>Icon Group: Edit</p> <ul style="list-style-type: none"> Add Delete Cut Copy Paste Dissolve Link Activities Undo Modify Activity Relationship Fill Down Spell Check 	<p>Icon Group: Tools</p> <ul style="list-style-type: none"> Visualizer Schedule Level Resources Progress Spotlight Progress Line Update Progress Global Change Apply Actuals Disable Auto-Reorganization Summarize Job Services Store Period Performance Recalculate Assignment Costs 	<p>Icon Group: Bottom Layout</p> <ul style="list-style-type: none"> Details Activity Usage Spreadsheet Activity Usage Profile Resource Usage Spreadsheet Resource Usage Profile Trace Logic No Bottom Layout Activity Network 	<p>Icon Group: Top Layout</p> <ul style="list-style-type: none"> Table Gantt Chart Activity Network Relationship Lines Activity Usage Spreadsheet Hide Left Column Hide Top Window Resource Usage Spreadsheet
<p>Icon Group: Project</p> <ul style="list-style-type: none"> Activities WBS Resource Assignments WPs & Docs Expenses Thresholds Issues Risks Assign Baselines Maintain Baselines Set Default Project 	<p>Icon Group: Display</p> <ul style="list-style-type: none"> Zoom In Zoom Out Lock All Toolbars Hint Help Expand All Collapse All Collapse To Local Help Online Help 	<p>Icon Group: Administrator</p> <ul style="list-style-type: none"> Users Security Profiles Admin Preferences Admin Categories Currencies Financial Periods 	<p>Icon Group: Move</p> <ul style="list-style-type: none"> Move Up Move Down Move Right Move Left 	<p>Icon Group: Move</p> <ul style="list-style-type: none"> Move Up Move Down Move Right Move Left
<p>Icon Group: Action</p> <ul style="list-style-type: none"> Import Export Send Project Check In Check Out Select Project Portfolio 				

Primavera P6 Keyboard Shortcuts

Command	Keyboard Shortcut
New	Ctrl+N
Open	Ctrl+O
Close All	Ctrl+W
Print	Ctrl+P
Refresh Data	F5
Undo	Ctrl+Z
Hint Help	Alt+F1
Fill Down	Ctrl+E
Select All	Ctrl+A
Find	Ctrl+F
Find Next	F3
Replace	Ctrl+R
Spell Check	F7
Schedule	F9
Level Resources	Shift+F9
Disable Auto-reorganization	Shift+F12
Local Help	Ctrl+F1
Online Help	Ctrl+Alt+F1
Commit Changes to Database	F10

Primavera P6 Menu

Menu File	Commands
	New
	Open
	Close All
	Page Setup
	Print Setup
	Print Preview
	Print
	Import
	Export
	Send Project
	Check In
	Check Out
	Select Project Portfolio
	Commit Changes
	Refresh Data
	Recent Projects
	Exit

Menu Edit	Commands
	Undo
	Cut
	Copy
	Paste
	Add
	Delete
	Dissolve
	Renumber Activity IDs
	Assign
	Link Activities
	Fill Down
	Select All
	Find
	Find Next
	Replace
	Spell Check
	User Preferences

Menu View	Commands
	Layout
	Show on Top
	Show on Bottom
	Bottom Layout Options
	Bars
	Columns
	Timescale
	Filter By
	Group and Sort By
	Progress Spotlight
	Progress Line
	Attachments
	Line Numbers
	Table Font and Row
	Activity Network
	Arrange Children
	Align Children
	Chart Box Template
	Chart Font and Colors
	Launch
	Hint Help
	Status Bar
	Zoom
	Expand All
	Collapse All
	Collapse To
	Toolbars
	Reset All Toolbars
	Lock All Toolbars
	Tab Groups

Menu Project	Commands
	Activities
	Resource Assignments
	WBS
	Assign Baselines
	Maintain Baselines
	Expenses
	WPs & Docs
	Thresholds
	Issues
	Risks
	Set Default Project

Menu Enterprise	Commands
	Projects
	Enterprise Project Structure
	Tracking
	Project Portfolios
	Resources
	Roles
	OBS
	Resource Codes
	Project Codes
	Activity Codes
	User Defined Fields
	Calendars
	Resource Shifts
	Activity Step Templates
	Cost Accounts
	Funding Sources
	Resource Curves
	External Applications

Menu Tools	Commands
	Schedule
	Level Resources
	Apply Actuals
	Update Progress
	Recalculate Assignment Costs
	Summarize
	Job Services
	Store Period Performance
	Disable Auto-Reorganization
	Global Change
	Monitor Thresholds
	Issue Navigator
	Visualizer
	Reports
	Report Wizard
	Publish
	Set Language
	Claim Digger

Menu Admin	Commands
	Users
	Security Profiles
	Admin Preferences
	Admin Categories
	Currencies
	Financial Periods

Menu Help	Commands
	Local Help
	About Primavera P6
	Online Help



My Notes