

Primavera P6 Menu Icons

Icon Group: Print

- Print
- Print Preview
- Page Setup
- Print Setup

Icon Group: Standard

- New
- Open
- Close
- Refresh

Icon Group: Project

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

Icon Group: Action

- Import
- Export
- Send Project
- Check In
- Check Out
- Select Project Portfolio

Icon Group: Assign

- Resources
- Resources by Role
- Roles
- Activity Codes
- Predecessors
- Successors
- Steps

Icon Group: Edit

- Add
- Delete
- Cut
- Copy
- Paste
- Dissolve
- Link Activities
- Undo Modify Activity Relationship
- Fill Down
- Spell Check

Icon Group: Display

- Zoom In
- Zoom Out
- Lock All Toolbars
- Hint Help
- Expand All
- Collapse All
- Collapse To
- Local Help
- Online Help

Icon Group: Layout

- Open Layout
- Save Layout
- Save Layout As
- Bars
- Columns
- Timescale
- Filter By Group and Sort By
- Line Numbers
- Table Font and Row User Preferences

Icon Group: Tools

- 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

Icon Group: Enterprise

- Projects
- Resources
- Reports
- Tracking Enterprise
- Project Structure
- Project Portfolios
- Roles
- OBS

Icon Group: Bottom Layout

- Details
- Activity Usage Spreadsheet
- Activity Usage Profile
- Resource Usage Spreadsheet
- Resource Usage Profile
- Trace Logic
- No Bottom Layout
- Activity Network

Icon Group: Administrator

- Users
- Security Profiles
- Admin Preferences
- Admin Categories
- Currencies
- Financial Periods

Icon Group: Dictionary

- Resource Codes
- Project Codes
- Activity Codes
- User Defined Fields
- Calendars
- Resource Shifts
- Activity Step Templates
- Cost Accounts
- Funding Sources
- Resource Curves

Icon Group: Top Layout

- Table
- Gantt Chart
- Activity Network Relationship Lines
- Activity Usage Spreadsheet
- Hide Left Column
- Hide Top Window
- Resource Usage Spreadsheet

Icon Group: Move

- Move Up
- Move Down
- Move Right
- Move Left

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



Sujoy Dutta, PMP
Project Management Consultant

Consultancy and Training for PMP, CAPM, MS Project, MS Project Online and Primavera P6. Project Planning & Scheduling and IT support services for engineering companies

RT-202 Royale Tower
Shipra Sun City, Indirapuram
Ghaziabad - 201014, India
sujoydutta@yahoo.com

+91 98917 93226
+91 98106 93226
www.tripcons.in



www.tripcons.in

Primavera P6 Menus

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