

Tableau Desktop Keyboard Shortcuts Cheat Sheet (V1 - 04/2020)

	DESCRIPTION	WINDOWS SHORTCUT	MAC SHORTCUT
Managing workbooks, sheets, and files	New workbook	Ctrl+N	Command+N
	New worksheet	Ctrl+M	Command+T
	Describe sheet	Ctrl+E	Command+E
	Cycle forward through open worksheets	Ctrl+Tab, Ctrl+F6	Shift+Command+right bracket
	Cycle backward through open worksheets	Ctrl+Shift+Tab, Ctrl+Shift+F6	Shift+Command+left bracket
	Switch in and out of Presentation Mode	F7 , Ctrl+H	Option+Return
	Switch in and out of Full Screen mode		Control+Command+F
	Open file	Ctrl+O	Command+O
	Save file	Ctrl+S	Command+S
	Save file as	Ctrl+Shift+S	
	Revert workbook to last saved state	F12	Option+Command+E
	Close the current workbook	Alt+F4	Command+W
	Print	Ctrl+P	Command+P
Resizing rows and columns	Open Help	F1	Control+Command+question mark
	Smaller cell size	Ctrl+B	Command+B
	Bigger cell size	Ctrl+Shift+B	Command+Shift+B
	Make rows narrower	Ctrl+left arrow	Control+Command+left arrow
	Make rows wider	Ctrl+right arrow	Control+Command+right arrow
Selection Tools	Make columns shorter	Ctrl+down arrow	Control+Command+down arrow
	Make columns taller	Ctrl+up arrow	Control+Command+up arrow
	Select all data	Ctrl+A	Command+A
	Copy selected data	Ctrl+C	Command+C
	Use Rectangular Selection tool	A	A
Selecting and navigating marks	Use Lasso Selection Tool	D	D
	Use Radial Selection Tool	S	S
	Clear the mark selection	Esc	Esc
	Select a mark	Click	Click
	Select a group of marks	Drag	Drag
	Add individual marks to the selection	Ctrl+click	Command+click
	Add a group of marks to the selection	Ctrl+drag	Command+drag
	Pan around the view	Shift+drag	Shift+drag
	Zoom in to a point in the view (if not map, requires zoom mode)	Double-click, Ctrl+Shift+click	Double-click, Shift+Command+click
	Zoom out from a point on a map (if not map, requires zoom mode)	Ctrl+Shift+Alt+click	Shift+Option+Command+click
	Zoom out	Shift+Double-click	Shift+Double+click
	Zoom in to an area in the view (requires zoom mode if not map)	Ctrl+Shift+drag	Shift+Command+drag
	Zoom in and out on a map	Scroll	Scroll
	Drag a row and scroll through a long list simultaneously	Click+drag to bottom of pane+hold	Click+scroll

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Authoring views	Show Me!	Ctrl+1 , Ctrl+Shift+1	Command+1
	Add the selected field to the sheet (Only works with a single field)	Enter or double-click	Return or double-click
	Place selected field on Columns shelf	Alt+Shift+C	Option+Shift+C
	Place selected field on Filters shelf	Alt+Shift+F	Option+Shift+F
	Place selected field on Size	Alt+Shift+I	Option+Shift+I
	Place selected field on Detail	Alt+Shift+L	Option+Shift+L
	Place selected field on Colour	Alt+Shift+O	Option+Shift+O
	Place selected field on Pages shelf	Alt+Shift+P	Option+Shift+P
	Place selected field on Rows shelf	Alt+Shift+R	Option+Shift+R
	Place selected field on Shape	Alt+Shift+S	Option+Shift+S
	Place selected field on Text/Label	Alt+Shift+T	Option+Shift+T
	Place selected field on Rows shelf	Alt+Shift+X	Option+Shift+X
	Place selected field on Columns shelf	Alt+Shift+Y	Option+Shift+Y
	Open the Drop Field menu	Right-click+drag to shelf	Option+drag to shelf
	Copy a field in the view and place it on another shelf or card	Ctrl+drag	Command+drag
	Swap rows and columns	Ctrl+W	Control+Command+W
	Flip orientation of column labels at bottom of view	Ctrl+L	
	Toggle dashboard grid on and o	G	G
	Toggle between Dashboard and Layout tabs	T	T
	Cut text selection (in captions, titles, formulas, etc.)	Ctrl+X	Command+X
	Paste clipboard	Ctrl+V	Command+V
	Undo	Ctrl+Z	Command+Z
	Redo	Ctrl+Y	Command+Shift+Z
Pages	Clear the current worksheet	Alt+Shift+Backspace	Option+Shift+Delete
	Move floating dashboard object	Arrow key moves 1 px, Shift+arrow moves 10 px	Arrow key moves 1 px, Shift+arrow moves 10 px
	Resize floating dashboard object	Alt+arrow key resizes in 1-px increments, Shift+Alt+arrow resizes in 10-px increments	Option+arrow key resizes in 1-px increments, Shift+Alt+arrow resizes in 10-px increments
		F4	
	Start or stop forward playback on the Pages shelf	Shift+F4	F4
	Start or stop backward playback on the Pages shelf	Ctrl+period	Shift+F4
	Skip forward one page	Ctrl+comma	Command+period
	Skip backward one page	Ctrl+D	Command+comma
	Connect to data source	Ctrl+F	Command+D
	Activate the find command in the Data pane	F5	Command+F
Data	Refresh data source	F9	Command+R
	Run data updates on a view	F10	Shift+Command+O
	Toggle automatic data updates on and o		Option+Command+O