

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 | |
| Open Help | F1 | Control+Command+question mark | |
| Resizing rows and columns | 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 |
| | Make columns shorter | Ctrl+down arrow | Control+Command+down arrow |
| | Make columns taller | Ctrl+up arrow | Control+Command+up arrow |
| Selection Tools | Select all data | Ctrl+A | Command+A |
| | Copy selected data | Ctrl+C | Command+C |
| | Use Rectangular Selection tool | A | A |
| | Use Lasso Selection Tool | D | D |
| | Use Radial Selection Tool | S | S |
| Selecting and navigating marks | 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 off | 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 | |
| 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 | |
| Pages | Start or stop forward playback on the Pages shelf | F4 | F4 |
| | Start or stop backward playback on the Pages shelf | Shift+F4 | Shift+F4 |
| | Skip forward one page | Ctrl+period | Command+period |
| | Skip backward one page | Ctrl+comma | Command+comma |
| Data | Connect to data source | Ctrl+D | Command+D |
| | Activate the find command in the Data pane | Ctrl+F | Command+F |
| | Refresh data source | F5 | Command+R |
| | Run data updates on a view | F9 | Shift+Command+0 |
| | Toggle automatic data updates on and off | F10 | Option+Command+0 |