

100 PLUS SQL SHORTCUTS

CHEATSHEET



Menu Activation keyboard shortcuts

ALT

Move to the SQL Server Management Studio menu bar

ALT + HYPHEN

Activate the menu for a tool component

SHIFT + F10

Display the context menu

CTRL + N

Display the New File dialog box to create a file

CTRL+SHIFT+N

Display the New Project dialog box to create a new project

CTRL + SHIFT + O

Display the Open Project dialog box to open an existing project

CTRL + SHIFT + A

Display the Add New Item dialog box to add a new file to the current project

SHIFT + ALT + A

Display the Add Existing Item dialog box to add an existing file to the current project



CTRL + SHIFT + Q

Display the Query Designer

ESC

Close a menu or dialog box, canceling the action

CTRL + O / CTRL + SHIFT + G

Display the Open File dialog box to open an existing file

Windows Management & Toolbar Keyboard Shortcuts

CTRL + F4

Close the current MDI child window

ESC

Close a menu or dialog box, cancels an operation in progress, or focuses on the current document window

CTRL + P Print

ALT + F4 Exit

SHIFT + ALT + ENTER

Toggle full screen mode



SHIFT + ESC

Close the current tool window

CTRL + F6

Cycle through the next MDI child windows

CTRL + TAB

Display the IDE navigator with the first document window selected

CTRL + SHIFT + TAB

Cycle through the previous MDI child windows

CTRL + F2

Moves the insertion point to the drop-down bar located at the top of the code editor when the editor is in Code view or Server Code view

SHIFT + ALT

Move to the current tool window toolbar

ALT + F7

Display the IDE navigator with the first tool window selected

ALT + F6 / F6 in the Database Engine Query Editor

Move to the next tool window



SHIFT + ALT + F7

Move to the previous tool window

F6

Move to the next pane of a split pane view of a single document

SHIFT + ALT + F6 / SHIFT + F6

in the Database Engine Query Editor

Move to the previously selected window

SHIFT + F6

Move to the previous pane of a split pane view of a single document

ALT + -

Display the dock menu

CTRL + ALT + DOWN ARROW

Display a popup listing all open windows

CTRL + O

Opens a new query editor window

F8

Display Object Explorer



SQL SHORTCUTS
CHEATSHEET

CTRL + ALT + G

Display Registered Servers

CTRL + ALT + T

Display Template Explorer

CTRL + ALT + L

Display Solution Explorer

F7

Display the Summary Window

F4

Display the Properties Window

CTRL + ALT + O

Display the Output window

CTRL + \, T / CTRL + \, CTRL + T

Display the Task List window

F6

Toggle between Object Explorer Details list view
and Object Explorer Details property pane.

**TAB, then UP arrow or DOWN arrow**

Control the splitter bar that separates the Object Explorer Details list view and Object Explorer Details property pane to adjust the size of the display pane.

CTRL + ALT + X

Display the Toolbox

CTRL + K, CTRL + W

Display the Bookmarks Window

CTRL + ALT + R

Display the Browser Window

SHIFT + ALT + F10

Display a smart tag menu of common commands for Web server controls in the HTML designer

CTRL + \, CTRL + E / CTRL + \, E

Display the Error List Window (Transact-SQL Editor only)

CTRL + SHIFT + F12

Move to the next entry in the Error List window
(Transact-SQL Editor only)

ALT + LEFT ARROW

Display the previous page in the viewing history.
Available only in the Web browser window



ALT + RIGHT ARROW

Display the next page in the viewing history.
Available only in the Web browser window

Cursor Movement keyboard Shortcuts

LEFT ARRO

Move the cursor left

RIGHT ARROW

Move the cursor right

UP ARROW

Move up the cursor

DOWN ARROW

Move the cursor down

HOME

Move the cursor to the beginning of the line

END

Move the cursor to the end of the line

CTRL + HOME

Move the cursor to the beginning of the document



CTRL + END

Move the cursor to the end of the document

PAGE UP

Move up the cursor one screen

PAGE DOWN

Move the cursor down one screen

CTRL+ RIGHT ARROW

Moves the cursor one word to the right

CTRL + LEFT ARROW

Moves the cursor one word to the left

SHIFT + F8

Returns the cursor to the last item.

CTRL + PAGE UP

Moves the cursor to the top of the document

CTRL + PAGE UP

Moves to the previous tab in the document

CTRL + PAGE DOWN

Moves the cursor to the bottom of the document



CTRL + PAGE DOWN

Moves to the next tab in the document

Text Selection keyboard shortcuts

CTRL + SHIFT + HOME

Select text from the cursor to the beginning of the document

CTRL + SHIFT + END

Select text from the cursor to the end of the document

SHIFT + HOME

Select text from the cursor to the start of the current line

SHIFT + ALT + HOME

Moves the cursor to the start of the current line
and extends the column selection

SHIFT + END

Select text from the cursor to the end of the current line

SHIFT + ALT + END

Moves the cursor to the end of the line,
extending the column selection.

**SHIFT + DOWN ARROW**

Select text down line by line starting from the cursor

SHIFT + Ctrl + Shift + Del

Moves the cursor down one line,
extending the column selection

SHIFT + LEFT ARROW

Moves the cursor one character to the left
and extends the selection

SHIFT + ALT + LEFT ARROW

Moves the cursor one character to the left
and extends the column selection

SHIFT + RIGHT ARROW

Moves the cursor one character to the right
and extends the selection

SHIFT + ALT + RIGHT ARROW

Moves the cursor one character to the right
and extends the column selection

SHIFT + UP ARROW

Select text up line by line starting from the cursor



SHIFT + ALT + UP ARROW

Move up the cursor one line, extending the selection

SHIFT + PAGE UP

Extend selection up one page

SHIFT + PAGE DOWN

Extend selection down one page

CTRL + A

Select the entire current document

CTRL + W

Select the word containing the cursor, or the closest word

CTRL + =

Select the current location in the editor,
back to the previous location in the editor

CTRL + SHIFT + PAGE UP

Extend the selection to the top of the current window

CTRL + SHIFT + PAGE DOWN

Move the cursor to the last line in view, extending the selection



CTRL + SHIFT + RIGHT ARROW

Extend the selection one word to the right

CTRL + SHIFT + LEFT ARROW

Extend the selection one word to the left

CTRL + SHIFT + ALT+ RIGHT ARROW

Move the cursor to the right one word, extending the selection

CTRL + SHIFT + ALT + LEFT ARROW

Move the cursor to the left one word, extending the selection

CTRL + SHIFT +]

Move the cursor to the next brace, extending the selection

CTRL + =

Select the text from the current location of the cursor to the Navigate Backward (CTRL+MINUS SIGN (-)) location

CTRL + -

Go back to the previous document or window in the navigation history

CTRL + SHIFT + -

Go forward to the next document or window in the navigation history



CTRL + K, / CTRL + A

Swaps the anchor and end points of the current selection

CTRL + SHIFT + PAGE UP

Moves the cursor to the first line in view, extending the select

CTRL + SHIFT + PAGE DOWN

Moves the cursor to the last line in view, extending the select

Bookmark keyboard shortcuts

CTRL + K, / CTRL + K

Set or remove a bookmark at the current line

CTRL + K, / CTRL + N

Next bookmark

CTRL + SHIFT + K, / CTRL + SHIFT + N

If the current bookmark is in a folder, moves to the next bookmark in the folder. Bookmarks outside the folder are skipped. If the bookmark isn't in a folder, moves to the next bookmark at the same level. If the Bookmarks window contains folder, bookmarks in folders are skipped.



CTRL + K, / CTRL + P
Previous bookmark

CTRL + SHIFT + K, / CTRL + SHIFT + P

If the current bookmark is in a folder, moves to the next bookmark in the folder. Bookmarks outside the folder are skipped. If the bookmark isn't in a folder, moves to the next bookmark at the same level. If the Bookmarks window contains folder, bookmarks in folders are skipped.

CTRL + K, / CTRL + L

Clear bookmarks

Tree Control keyboard shortcuts

- (Minus)
Collapse tree nodes

*** (Multiply)**
Expand all tree nodes

CTRL + UP ARROW

Scroll up the tree control in the window



CTRL + DOWN ARROW

Scroll the tree control down in the window

Code Editor keyboard shortcuts

SHIFT + ALT + ENTER

Toggle the full-screen display

CTRL + UP ARROW

Scroll text up one line

CTRL + DOWN ARROW

Scroll text down one line

CTRL + Z / ALT + BACKSPACE

Reverse the last editing action

CTRL + SHIFT + Z / CTRL + Y / ALT + SHIFT + BACKSPACE

Restore the previously undone edit

CTRL + S

Save the selected item

CTRL + SHIFT + S Save all



CTRL + F4 Close

CTRL + P Print

ALT + F4 Exit

CTRL + SHIFT + W

Open the current file in a browser

CTRL + SHIFT + DEL

Delete all text in the current file

CTRL + G

Display the Go To Line dialog box

CTRL + (+) PLUS SIGN

Display the Navigate To dialog box.

TAB Increase line indent

SHIFT + TAB Decrease line indent

CTRL + SHIFT + U

Make the selected text upper case



CTRL + U

Make the selected text lower case

CTRL + K, / CTRL + C

Make the selected text a comment

CTRL + K, / CTRL + U

Uncomment the selected text

CTRL + N

Open a new query with current connection

ALT + F8

Open database in Object Explorer

CTRL + SHIFT + M

Specify values for template parameters

F5 / CTRL + SHIFT + E

Run the selected portion of the query editor or the entire query editor if nothing is selected

CTRL + F5

Parse the selected portion of the query editor or the entire query editor if nothing is selected



CTRL + SHIFT + ALT + L

Display the estimated execution plan

ALT + BREAK

Cancel the executing query

CTRL + SHIFT + ALT + M

Include actual execution plan in the query output

CTRL + SHIFT + D

Output results in a grid

CTRL + T

Output results in text format

CTRL + SHIFT + T

Output results to a file

CTRL + R

Show or hide the query results pane

CTRL + SHIFT + ALT + R

Show the query results pane



F6

Toggle between query and results pane

CTRL + SHIFT + C

Copy the result grid and headers to the clipboard

ALT + F6

Move to the next active window in SSMS

CTRL + ALT + P

Open SQL Server Profiler

CTRL + SHIFT + Q

Display the Query Designer dialog from the query editor window

ALT + F1

Run the sp_help system stored procedure

CTRL + 1

Run the sp_who system stored procedure

CTRL + 2

Run the sp_lock system stored procedure



CTRL + 3

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 4

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 5

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 6

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 7

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 7

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog



CTRL + 8

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 9

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

CTRL + 0

Run the stored procedure configured for this shortcut
in the Tools, Options, Keyboard, Query Shortcuts dialog

Text Manipulation in Code Editor

ENTER / SHIFT + ENTER

Insert a new line

CTRL + T

Swap the characters on either side of the cursor
(doesn't apply to the SQL Editor.)

DELETE

Delete one character to the right of the cursor



BACKSPACE / SHIFT + BACKSPACE

Delete one character to the left of the cursor

CTRL + K, / C

Delete whitespace in the selection, or deletes whitespace next to the cursor if there is no selection

TAB

Insert the number of spaces configured for the editor

CTRL + ENTER

Insert a blank line above the cursor

CTRL + SHIFT + ENTER

Insert a blank line below the cursor

CTRL + SHIFT + L

Change the selected text to lowercase

CTRL + SHIFT + U

Change the selected text to uppercase

INSERT

Toggle between insert mode and overtype mode

**SHIFT + TAB**

Move selected lines to the left on tab stop

CTRL + DELETE

Delete the word to the right of the cursor

CTRL + BACKSPACE

Delete the word to the left of the cursor

Transpose the words on either side of the cursor
(doesn't apply to the SQL Editor.)

SHIFT + ALT + T

Moves the line containing the cursor below the next line

CTRL + K, / CTRL + D

Applies the indenting and space formatting for the language specified on the Formatting pane of the language in the Text Editor section of the Options dialog.

Available only in the text editor.

CTRL + K, / CTRL + F

Correctly indents the selected lines of code based on the surrounding lines of code



CTRL + K, / CTR L+ H

Set or remove a shortcut in the current line

CTRL+K, CTRL+U

Remove the comment syntax from the current line

CTRL + R, / CTRL + W

Shows or hides spaces and tabs

Alt + F, / CTRL + W

Enables or disables word wrap in an editor

CTRL + M, / CTRL + A

Collapses all outlining regions to show just the outermost groups in the hierarchy

CTRL + M, / CTRL + S

Collapses the currently selected outlining region

CTRL + M, / CTRL + X

Expands all outlining regions on the page

CTRL + M, / CTRL + E

Expands the currently selected outlining region



CTRL + M, / CTRL + O

Collapses existing outlining regions

CTRL + M, / CTRL + H

Hides the selected text. A signal icon marks the location of the hidden text

CTRL + M, / CTRL + L

Toggles all text sections previously marked as hidden between the hidden and display states.

CTRL + M, / CTRL + M

Toggles the currently selected hidden text section between the hidden and display states

CTRL + M, / CTRL + P

Removes all outlining information in the document

CTRL + M, / CTRL + U

Removes the outlining information for the currently selected region

Microsoft IntelliSense keyboard shortcuts

CTRL + J List members



SQL SHORTCUTS
CHEATSHEET

CTRL + SPACE / ALT + RIGHT ARROW
Complete word

CTRL + K, / CTRL + I
Display quick information

CTRL + SHIFT + SPACE
Display parameter information

CTRL + SHIFT + ALT + C
Copy parameter tip

CTRL + SHIFT + ALT + P
Paste parameter tip

CTRL +]
Jump between syntax pairs

CTRL + K, / CTRL + X
Launch code snippet picker

CTRL + SHIFT + R
Refresh local cache



CTRL + K, / CTRL + S

Launch Surround With snippet picker

CTRL + K, / CTRL + B

Display the Code Snippet Manager

ALT + PLUS SIGN (+)

Changes the IntelliSense filter level from the Common tab to the All tab.

ALT + PERIOD (.)

Changes the IntelliSense filter level from the All tab to the Common tab

Document Window and Browser

SHIFT + ALT + ENTER

Toggle full-screen mode

F6

Move to the next pane of a split pane view of a document

CTRL + SHIFT + F6 / CTRL+SHIFT+TAB

Move to the previous document in the editor or designer



SHIFT + F6

Move to the previous pane of a document in split pane view

ALT + LEFT ARROW

Back, display the previous page in the viewing history

ALT + RIGHT ARROW

Forward, display the next page in the viewing history

ESC

Closes a menu or dialog box, cancels an operation in progress, or places focus in the current window

Solution Explorer keyboard shortcuts

CTRL + ALT + L

Display Solution Explorer

CTRL + N

Display the New File dialog box to create a new file

CTRL + SHIFT + N

Display the New Project dialog box to create a new project



CTRL + O

Display the Open File dialog box to open an existing file

F2 Change the name of the selected object

Help and Books Online keyboard shortcuts

F1 / SHIFT + F1 Help

CTRL + F1

Display SQL Server Books Online

CTRL + ALT + F1

Open the Help Library Manager

CTRL + ALT + F2

Display the SQL Server Resource Center Web page

SHIFT + F1

Display help for the current editor window

Search keyboard shortcuts

CTRL + F

Display the Find dialog box



F12

Displays the definition for the selected symbol.

SHIFT + F12

Displays the list of references for the selected symbol.

CTRL + H

Display the Replace dialog box

CTRL + I

Start incremental search. Type the characters to search for or press CTRL + I to search for characters from the previous search.

F3

Find the next occurrence of the previous search text

SHIFT + F3

Find the previous occurrence of the search text

CTRL + F3

Find the next occurrence of the currently selected text

CTRL + SHIFT + F3

Find the previous occurrence of the currently selected text



CTRL + SHIFT + H

Display the Replace in Files dialog box

CTRL + SHIFT + I

Reverse incremental search so it starts at the bottom of the file and searches to the top

ALT + F3, B

Select or clear the Search up option in Find and Replace

ALT + F3, S

Stop the Find in Files search

ALT + F3, W

Select or clear the Find whole word option in Find and Replace

ALT + F3, P

Selects or clears the Wildcard option in Find and Replace

CTRL + /

Place the caret in the Find/Command box of the Standard tool

Cut and Paste keyboard shortcuts

CTRL + X Cut



CTRL + L / CTRL + SHIFT + L

Cuts all of the selected lines,

or the current line if nothing is selected.

CTRL + C / CTRL + INSERT

Copy to the Clipboard

CTR L + V / SHIFT+ INSERT

Paste from the Clipboard at the insertion point

CTRL + SHIFT + V

Pastes an item from the Clipboard Ring at the insertion point
and automatically selects the pasted item

Activity Monitor keyboard shortcuts

CTRL + ALT + A

Launches Activity Monitor

F5 Refresh

CTRL + F4

Closes Activity Monitor



CTRL + SHIFT + F

Filter the monitor display

F6 Cycle through panels

CTRL and + or -

Expand or collapse selected pane

+ or - Expand or collapse all panes

CTRL + C

Copies entire selected row in grid

CTRL + SHIFT + C Copy cell

ALT + DOWN

Drop down for filtering in grid

CTRL + ALT + UP/DOWN

Scroll up or down Activity Monitor

Replication Monitor keyboard shortcuts

F5 Refresh



ENTER Open a detail window from a grid

Replication Conflict Viewer

F6 Define filter

F7 Apply filter

F8 Show all columns

Query Designer keyboard shortcuts

CTRL + T

Cancels or stops the currently running query

CTRL + 1

Displays the diagram pane of the Query Designer

CTRL + 2

Displays the criteria pane of the Query Designer

CTRL + 3

Displays the SQL pane of the Query Designer



CTRL + 4

Displays the results pane of the Query Designer

CTRL + R

Run the query specified in the Query Designer

CTRL + G

When in the results pane, moves focus to the tool strip docked at the bottom of the designer

CTRL + SHIFT + J

Enables JOIN mode in the Query Designer

Designer keyboard shortcuts

DOWN ARROW

Move the selected control down in increments of 8 on the design surface

LEFT ARROW

Move the selected control left in increments of 8 on the design surface

ENTER

Display the grid on the design surface



RIGHT ARROW

Move the selected control right in increments of 8 on the design surface

UP ARROW

Move up the selected control in increments of 8 on the design surface

SHIFT+DOWN ARROW

Increases the height of the selected control in increments of 8

SHIFT+LEFT ARROW

Reduces the width of the selected control in increments of 8

SHIFT+RIGHT ARROW

Increases the width of the selected control in increments of 8

SHIFT+UP ARROW

Decreases the height of the selected control in increments of 8

TAB

Moves to the next control on the page

SHIFT + TAB

Moves to the previous control on the page

TO START YOUR DATA

LEARNING JOURNEY FROM ZERO