

Tableau cheat sheet

Managing workbooks, sheets, and files (Tableau Desktop)

Ctrl + N	New workbook
Ctrl + M	New worksheet
Ctrl + E	Describe sheet
Ctrl + Tab or Ctrl + F6	Cycle forward through open worksheets
Ctrl + Shift + Tab or Ctrl + Shift + F6	Cycle backward through open worksheets
F7 or Ctrl + H	Switch in and out of Presentation Mode
Ctrl + O	Open file
Ctrl + S	Save file
F12	Revert workbook to last saved state
Alt + F4	Close the current workbook
Ctrl + P	Print
F1	Open Help

Data (Tableau Desktop)

Ctrl + D	Connect to data source
Ctrl + F	Activate the find command in the Data pane
F5	Refresh the data source
F9	Run data updates on a view
F10	Toggle automatic data updates on and off

Selection tools (Tableau Desktop)

Ctrl + A	Select all data
Ctrl + C	Copy selected data
A	Use Rectangular Selection tool
D	Use Lasso Selection Tool
S	Use Radial Selection Tool
Esc	Clear the selection

Authoring views (Tableau Desktop)

Ctrl + 1 or Ctrl + Shift + 1	Show Me!
Enter or Double	Add the selected field to the sheet

click	(only works with a single field)
Alt + Shift + C	Place selected field on Columns shelf
Alt + Shift + F	Place selected field on Filters shelf
Alt + Shift + I	Place selected field on Size
Alt + Shift + L	Place selected field on Detail
Alt + Shift + O	Place selected field on Color
Alt + Shift + P	Place selected field on Pages shelf
Alt + Shift + R	Place selected field on Rows shelf
Alt + Shift + S	Place selected field on Shape
Alt + Shift + T	Place selected field on Text/Label
Alt + Shift + X	Place selected field on Rows shelf
Alt + Shift + Y	Place selected field on Columns shelf
Right click + Move the mouse	(drag to shelf) Open the Drop Field menu
Ctrl + Left click + Move the mouse	Copy a field in the view and place it on another shelf or card
Ctrl + W	Swap rows and columns
Ctrl + L	Flip orientation of column labels at bottom of view
G	Toggle dashboard grid on and off
T	Toggle between Dashboard and Layout tabs
Ctrl + X	Cut text selection (in captions, titles, formulas, etc.)
Ctrl + V	Paste clipboard
Ctrl + Z	Undo
Ctrl + Y	Redo
Alt + Shift + Backspace	Clear the current worksheet

Resizing rows and columns (Tableau Desktop)

Ctrl + B	Smaller cell size
Ctrl + Shift + B	Bigger cell size
Ctrl + Left arrow	Make rows narrower
Ctrl + Right arrow	Make rows wider
Ctrl + Down arrow	Make columns shorter
Ctrl + Up arrow	Make columns taller

Pages (Tableau Desktop)

F4	Start or stop forward playback on the Pages shelf
Shift + F4	Start or stop backward playback on the Pages shelf
Ctrl + .	Skip forward one page
Ctrl + ,	Skip backward one page

Selecting and navigating marks

Left click	Select a mark
Left click + Move the mouse	Select a group of marks
Ctrl + Left click	Add individual marks to the selection
Ctrl + Left click + Move the mouse	Add a group of marks to the selection
Shift + Left click + Move the mouse	Pan around the view
Double click or Ctrl + Shift + Left click	Zoom in to a point in the view (if not map, requires zoom mode)
Ctrl + Shift + Alt + Left click	Zoom out from a point on a map (if not map, requires zoom mode)
Shift + Double click	Zoom out
Ctrl + Shift + Left click + Move the mouse	Zoom in to an area in the view (requires zoom mode if not map)
Wheel up and wheel down	Zoom in and out on a map
Left click + Move the mouse	(drag bottom of the pane and hold) Drag a row and scroll through a long list simultaneously

Web authoring (Tableau Online or Tableau Server)

F11	Toggle full screen
Alt + F2	Rename data source
Ctrl + Alt + D	New data source
Ctrl + Alt + Shift + D	Edit data source
Ctrl + Alt + T	Create new worksheet

Double click	Add field to sheet
Ctrl + Move the mouse	Copy a field in the view and place it on another shelf or card
F2	Rename column field (when field is selected in the data schema pane)
G	Toggle dashboard grid on and off
T	Toggle between Dashboard and Layout tabs
Arrow keys	Move floating dashboard object 1 pixel at a time
Shift + Arrow keys	Move floating dashboard object 10 pixels at a time
Alt + Arrow keys	Resize floating dashboard object with 1 pixel increments
Shift + Alt + Arrow keys	Resize floating dashboard object with 10 pixel increments
Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z	Redo
Ctrl + S	Save workbook
Ctrl + Shift + S	Save workbook as
Alt + Q	Close web authoring
F1	Open Help
Source: Tableau	

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More information: defkey.com/tableau-shortcuts

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