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> [Tableau Desktop and Web Authoring Help](#) > *Applies to: Tableau Desktop*

Keyboard Shortcuts

General Keyboard Shortcuts

Tableau keyboard shortcuts are listed below.

Description	Keyboard Shortcut	
	Windows	Mac
Select all data	Ctrl+A	Command-A
Use Rectangular Selection tool	A	A
Smaller cell size	Ctrl+B	Command-B
Bigger cell size	Ctrl+Shift+B	Command-Shift-B
Copy selected data	Ctrl+C	Command-C
Place selected field on Columns shelf	Alt+Shift+C	Option-Shift-C
Connect to data source	Ctrl+D	Command-D
Use Lasso Selection Tool	D	D
Describe sheet	Ctrl+E	Command-E
Makes the find command in the Data pane active	Ctrl+F	Command-F
Place selected field on Filters shelf	Alt+Shift+F	Option-Shift-F
Enter/Exit Full Screen		Control-Command-F
Switch in and out of Presentation Mode	F7 , Ctrl+H	Option-Return
Place selected field on Size	Alt+Shift+I	Option-Shift-I
Flip orientation of column labels at bottom of view	Ctrl+L	
Place selected field on Detail	Alt+Shift+L	Option-Shift-L

New worksheet	Ctrl+M	Command-T
New workbook	Ctrl+N	Command-N
Open file	Ctrl+O	Command-O
Place selected field on Color	Alt+Shift+O	Option-Shift-O
Print	Ctrl+P	Command-P
Place selected field on Pages shelf	Alt+Shift+P	Option-Shift-P
Place selected field on Rows shelf	Alt+Shift+R	Option-Shift-R
Save file	Ctrl+S	Command-S
Use Radial Selection Tool	S	S
Place selected field on Shape	Alt+Shift+S	Option-Shift-S
Place selected field on Text/Label	Alt+Shift+T	Option-Shift-T
Paste clipboard	Ctrl+V	Command-V
Swap rows and columns	Ctrl+W	Control-Command-W
Cut text selection (e.g., in captions, titles, formulas, etc.)	Ctrl+X	Command-X
Place selected field on Rows shelf	Alt+Shift+X	Option-Shift-X
Redo	Ctrl+Y	Command-Shift-Z
Place selected field on Columns shelf	Alt+Shift+Y	Option-Shift-Y
Undo	Ctrl+Z	Command-Z
Clear the current worksheet	Alt+Shift+Backspace	Option-Shift-Delete
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
Show Me!	Ctrl+1 , Ctrl+Shift+1	Command-1
Add the selected field to the sheet. Only works with a single field	Enter	Return
Opens the Help	F1	Control-Command-Question Mark

Closes the current workbook	Alt+F4	Command-W
Starts and stops forward playback on the pages shelf	F4	
Starts and stops backward playback on the pages shelf	Shift+F4	
Refreshes the data source	F5	Command-R
Skip forward one page	Ctrl+Period	Command-Period
Skip backward one page	Ctrl+Comma	Command-Comma
Cycle forward through open worksheets	Ctrl+Tab , Ctrl+F6	Shift-Command-Close Brace
Cycle backward through open worksheets	Ctrl+Shift+Tab , Ctrl+Shift+F6	Shift-Command-Open Brace
Run update	F9	Shift-Command-0
Toggles Automatic Updates on and off	F10	Option-Command-0
Reverts workbook to last saved state	F12	Option-Command-E
Clears the selection (Desktop and Reader only)	Esc	Esc

Navigation and Selection Shortcuts

In addition to the standard keyboard shortcuts there are several key combinations that can make navigating and selecting marks fast and easy.

Description	Keyboard/Mouse Action	
	Windows	Mac
Selects the mark	Click	Click
Selects a group of marks	Drag	Drag
Adds individual marks to the selection	Ctrl+Click	Command-Click
Adds a group of marks to the selection	Ctrl+Drag	Command-Drag
Pans around the view	Shift+Drag	Shift-Drag
Zooms in to a point in the view (requires zoom mode if not map)	Double-click , Ctrl+Shift+Click	Double-click , Shift-Command-Click
Zooms out from a point on a map (requires zoom mode if not map)	Ctrl+Shift+Alt+Click	Shift-Option-Command-Click

Zooms out	Shift+Double-click	Shift–Double-click
Zooms in to an area in the view (requires zoom mode if not map)	Ctrl+Shift+Drag	Shift-Command-Drag
Zooms in and out on a map	Scroll	Scroll
Drags a row and scrolls through a long list simultaneously	Click+Drag to bottom of pane+Hold	Click-Scroll, Command-Hold

Field Selection Shortcuts

There are several key and mouse combinations that can make creating a view and selecting fields fast and easy.

Description	Keyboard/Mouse Action	
	Windows	Mac
Opens the Drop Field menu	Right-click+Drag to shelf	Option-Drag to shelf
Copies a field in the view to be placed on another shelf or card	Ctrl+Drag	Command-Drag
Adds a field to the view	Double-click	Double-click