

SSMS

Quick Reference Guide

*A collection of tips and shortcuts to improve
how you use SSMS*

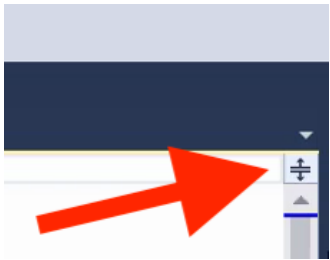
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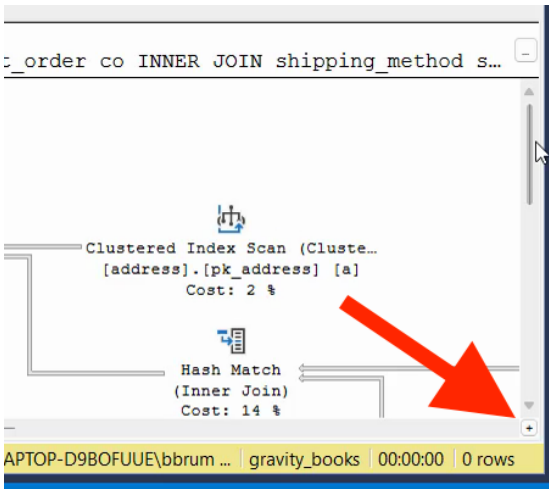
SSMS Quick Reference Guide

This guide includes a range of shortcuts and tips for using SQL Server Management Studio (SSMS).

You can find the video on [my YouTube channel](#) if you want to watch these being demonstrated.

Feature	How To
Block Edit	SHIFT + ALT + click and drag Or, SHIFT + ALT + Up/Down
Show or Hide Results Panel	CTRL + R
Add table name	Drag table name from Object Explorer to query editor
Add all columns	Drag the "Columns" folder within a table from Object Explorer to query editor
Show pinned tabs on new row	Tools > Options > Environment > Tabs and Windows "Show pinned tabs in a separate row"
Refresh Intellisense Cache	Edit > Intellisense > Refresh Intellisense Cache Or, CTRL + SHIFT + R
Change Intellisense Mode (Completion vs Suggestion)	Edit > Intellisense > Toggle Completion Mode Or, CTRL + ALT + Space
Use Database	CTRL + U
Clipboard Ring	Copy many values CTRL + SHIFT + V to cycle through copied text
Enable Line Numbers	Tools > Options > Text Editor > All Languages > General Check "Line Numbers"
Comment current line	CTRL + K, CTRL + C
Uncomment current line	CTRL + K, CTRL + U
Change to upper-case	CTRL + SHIFT + U
Change to lower-case	CTRL + SHIFT + L
Switch query windows	CTRL + TAB
Two query views	Drag icon above scroll bar:

	
Snippets	CTRL + K, CTRL + X
Surround With	Right-click code, select Surround With
Zoom in	CTRL + Mouse wheel up or down Or, click on Zoom button on editor
Change font size	Tools > Options > Environment > Fonts and Colours Change font size
Results in a new tab	Tools > Options > Query Results > SQL Server > Results to Grid Check "Display results in a separate tab" Takes effect for new query tabs
Search and replace with Regex (regular expressions)	Edit > Find and Replace > Quick Replace Or, CTRL + H Enable the Regex search \r = carriage return \n = newline \t = tab
Function help	Select a function in a query Press F1
Table help	Select a table in a query Press ALT + F1
Map Scroll Bar	Right-click on Scroll Bar > Scroll Bar Options Change to Map Mode
Toggle between Results, Query, Messages	F6
Change query tab heading	Tools > Options > Text Editor > Editor Tab and Status Bar
Find path for filename	Right-click on tab > Copy Path
Open containing folder	Right-click on tab > Open Containing Folder
Object Explorer details	Click on an object in Object Explorer

	Press F7
Show details of all objects of a certain type	Select a folder for the type of object (e.g. Tables) Press F7
Include data in the Generate Table script	Right-click on a database > Tasks > Generate Scripts New Window Choose the object Click Advanced Scroll to "Types of Data to Script" Change to "Schema and Data" Continue to finish
Find table dependencies	Right-click on a table > View Dependencies
Registered Servers	View > Registered Servers
Run a query against many servers	Right-click on Server Group (in the Registered Servers panel) > New Query Write query Click Execute
Connection colours	Right-click on a Registered Server > Properties > Connection Properties tab Check "Use Custom Colour" Choose a colour and save
Change a connection for a query	Right-click in query editor > Connection > Change Connection
Pan around execution plan	Click and drag the small icon on the bottom right of the execution plan: 
Templates	View > Template Explorer