CTRL+ B =size decrease

CTRL+ Shift+ B= increase

CTRL+ D= for the new data connect the date

CTRL+ E = sheet Description

CTRL+ M = open the new sheet

CTRL+ W= Swipe the data (vertical to Horizontal)

CTRL+ N = New workbook

CTRL+ Down/up/left/right arrow = change the size of the chart short/ taller/ narrow / wider

CTRL+ Tab= show one by one Worked sheet in the Tableau.

CTRL+

CTRL+

CTRL+

CTRL+

CTRL+ Shift+