Keyboard Shortcuts

General Keyboard Shortcuts

Tableau keyboard shortcuts are listed below.

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| --- | --- | --- |
| **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** |