



Tableau raccourcis clavier

Managing workbooks, sheets, and files (Tableau Desktop)

Ctrl + N	New workbook
Ctrl + M	New worksheet
Ctrl + E	Describe sheet
Ctrl + Tab ou Ctrl + F6	Cycle forward through open worksheets
Ctrl + Maj + Tab ou Ctrl + Maj + F6	Cycle backward through open worksheets
F7 ou 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
Échap	Clear the selection

Authoring views (Tableau Desktop)

Ctrl + 1 ou Ctrl + Maj + 1	Show Me!
Entrée ou Double	Add the selected field to the

clic sheet (only works with a single field)

Alt + Maj + C	Place selected field on Columns shelf
Alt + Maj + F	Place selected field on Filters shelf
Alt + Maj + I	Place selected field on Size
Alt + Maj + L	Place selected field on Detail
Alt + Maj + O	Place selected field on Color
Alt + Maj + P	Place selected field on Pages shelf
Alt + Maj + R	Place selected field on Rows shelf
Alt + Maj + S	Place selected field on Shape
Alt + Maj + T	Place selected field on Text/Label
Alt + Maj + X	Place selected field on Rows shelf
Alt + Maj + Y	Place selected field on Columns shelf
Clic droit + Déplacer la souris	(drag to shelf) Open the Drop Field menu
Ctrl + Clic gauche + Déplacer la souris	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 + Maj + Retour Arrière	Clear the current worksheet

Resizing rows and columns (Tableau Desktop)

Ctrl + B	Smaller cell size
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Ctrl + Maj + B	Bigger cell size
Ctrl + Flèche gauche	Make rows narrower
Ctrl + Flèche droite	Make rows wider
Ctrl + Flèche vers le bas	Make columns shorter
Ctrl + Flèche vers le haut	Make columns taller

Pages (Tableau Desktop)

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

Selecting and navigating marks

Clic gauche	Select a mark
Clic gauche + Déplacer la souris	Select a group of marks
Ctrl + Clic gauche	Add individual marks to the selection
Ctrl + Clic gauche + Déplacer la souris	Add a group of marks to the selection
Maj + Clic gauche + Déplacer la souris	Pan around the view
Double clic ou Ctrl + Maj + Clic gauche	Zoom in to a point in the view (if not map, requires zoom mode)
Ctrl + Maj + Alt + Clic gauche	Zoom out from a point on a map (if not map, requires zoom mode)
Maj + Double clic	Zoom out
Ctrl + Maj + Clic gauche + Déplacer la souris	Zoom in to an area in the view (requires zoom mode if not map)
Molette de la souris vers le haut et la roue vers le bas	Zoom in and out on a map

Clic gauche + Déplacer la souris	(drag bottom of the pane and hold) Drag a row and scroll through a long list simultaneously
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Web authoring (Tableau Online or Tableau Server)

F11	Toggle full screen
Alt + F2	Rename data source
Ctrl + Alt + D	New data source
Ctrl + Alt + Maj + D	Edit data source
Ctrl + Alt + T	Create new worksheet
Double clic	Add field to sheet
Ctrl + Déplacer la souris	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
Touches directionnelles	Move floating dashboard object 1 pixel at a time
Maj + Touches directionnelles	Move floating dashboard object 10 pixels at a time
Alt + Touches directionnelles	Resize floating dashboard object with 1 pixel increments
Maj + Alt + Touches directionnelles	Resize floating dashboard object with 10 pixel increments
Ctrl + Z	Undo
Ctrl + Y ou Ctrl + Maj + Z	Redo
Ctrl + S	Save workbook
Ctrl + Maj + S	Save workbook as
Alt + Q	Close web authoring
F1	Open Help

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Plus d'information: defkey.com/fr/tableau-

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