



Power Query (Windows) cheat sheet

Query Editor

Ctrl + Alt + D	Get Data
Ctrl + Alt + T	Enter Data
Ctrl + Alt + C	Add custom column
Ctrl + K	Choose column
Ctrl + G	Go to column
Ctrl + E	Add column from examples
Ctrl + M	Blank query
Ctrl + Shift + M	Advanced editor
Alt + F5	Refresh
Alt + Q	Search

Data Preview

Ctrl + C	Copy cells/rows/columns
Ctrl + A	Select all cells
Ctrl + Space	Select column
When the focus is on the column header:	
Alt + Down arrow	Expand table
Ctrl + Down arrow	Change column type menu
Ctrl + Left arrow	Move focus to column header on the left
Ctrl + Right arrow	Move focus to column header on the right
Home	Select first column
End	Select last column
When the focus is on the cell:	
Home	Select first cell of the row
End	Select last cell of the row
Alt + Home	Select first cell of the column
Alt + End	Select last cell of the column
Ctrl + Home	Select first cell of the first row
Ctrl + End	Select last cell of the last row
Page Up	Select the cell one page up
Page Down	Select the cell one page down

Editable grid

Ctrl + C	Copy cells/rows/columns
Ctrl + V	Paste cells/rows/columns
Ctrl + Enter	Save entered data

Ctrl + Space Show suggestions (when available)

Multi-line text editor (Blank query/Advanced editor)

Ctrl + M Toggle tab behavior

Diagram View

Ctrl + Right arrow	Expand selected query
Ctrl + Left arrow	Collapse selected query
Alt + Down arrow	Move focus from query level to step level
Esc	Move focus from step level to query level
Ctrl + Shift + Right arrow	Expand all queries
Ctrl + Shift + Left arrow	Collapse all queries
Ctrl + Alt + N	Insert new step using 'plus' button (after selected step)
Ctrl + Alt + R	Highlight related queries
Ctrl + A	Select all queries
Ctrl + C	Copy queries
Ctrl + V	Paste queries

Queries pane

Ctrl + A	Select all queries
Ctrl + C	Copy queries
Ctrl + V	Paste queries
Ctrl + Up arrow / Down arrow	Select multiple consecutive queries

Source: Power Query documentation

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More information: defkey.com/ha/power-query-windows-shortcuts

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