

Tableau cheat sheet

Managing workbooks, sheets, and files (Tableau Desktop)

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| Ctrl + N | New workbook |
| Ctrl + M | New worksheet |
| Ctrl + E | Describe sheet |
| Ctrl + Tab or Ctrl + F6 | Cycle forward through open worksheets |
| Ctrl + Shift + Tab or Ctrl + Shift + F6 | Cycle backward through open worksheets |
| F7 or 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)

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|----------|--|
| 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)

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|----------|--------------------------------|
| 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 |
| Esc | Clear the selection |

Authoring views (Tableau Desktop)

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|------------------------------|-------------------------------|
| Ctrl + 1 or Ctrl + Shift + 1 | Show Me! |
| Enter or Double | Add the selected field to the |

click sheet (only works with a single field)

Alt + Shift + C Place selected field on Columns shelf

Alt + Shift + F Place selected field on Filters shelf

Alt + Shift + I Place selected field on Size

Alt + Shift + L Place selected field on Detail

Alt + Shift + O Place selected field on Color

Alt + Shift + P Place selected field on Pages shelf

Alt + Shift + R Place selected field on Rows shelf

Alt + Shift + S Place selected field on Shape

Alt + Shift + T Place selected field on Text/Label

Alt + Shift + X Place selected field on Rows shelf

Alt + Shift + Y Place selected field on Columns shelf

Right click + Move the mouse (drag to shelf) Open the Drop Field menu

Ctrl + Left click + Move the mouse 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 + Shift + Backspace Clear the current worksheet

Resizing rows and columns (Tableau Desktop)

Ctrl + B Smaller cell size

Ctrl + Shift + B Bigger cell size

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| Ctrl + Left arrow | Make rows narrower |
| Ctrl + Right arrow | Make rows wider |
| Ctrl + Down arrow | Make columns shorter |
| Ctrl + Up arrow | Make columns taller |

Pages (Tableau Desktop)

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

Selecting and navigating marks

| | |
|--|---|
| Left click | Select a mark |
| Left click + Move the mouse | Select a group of marks |
| Ctrl + Left click | Add individual marks to the selection |
| Ctrl + Left click + Move the mouse | Add a group of marks to the selection |
| Shift + Left click + Move the mouse | Pan around the view |
| Double click or Ctrl + Shift + Left click | Zoom in to a point in the view (if not map, requires zoom mode) |
| Ctrl + Shift + Alt + Left click | Zoom out from a point on a map (if not map, requires zoom mode) |
| Shift + Double click | Zoom out |
| Ctrl + Shift + Left click + Move the mouse | Zoom in to an area in the view (requires zoom mode if not map) |
| Wheel up and wheel down | Zoom in and out on a map |
| Left click + Move the mouse | (drag bottom of the pane and hold) Drag a row and scroll through a long list simultaneously |

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|------------------------------|--|
| F11 | Toggle full screen |
| Alt + F2 | Rename data source |
| Ctrl + Alt + D | New data source |
| Ctrl + Alt + Shift + D | Edit data source |
| Ctrl + Alt + T | Create new worksheet |
| Double click | Add field to sheet |
| Ctrl + Move the mouse | 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 |
| Arrow keys | Move floating dashboard object 1 pixel at a time |
| Shift + Arrow keys | Move floating dashboard object 10 pixels at a time |
| Alt + Arrow keys | Resize floating dashboard object with 1 pixel increments |
| Shift + Alt + Arrow keys | Resize floating dashboard object with 10 pixel increments |
| Ctrl + Z | Undo |
| Ctrl + Y or Ctrl + Shift + Z | Redo |
| Ctrl + S | Save workbook |
| Ctrl + Shift + S | Save workbook as |
| Alt + Q | Close web authoring |
| F1 | Open Help |

Source: Tableau

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More information: defkey.com/id/tableau-shortcuts

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Web authoring (Tableau Online or Tableau Server)