



# Microsoft PowerApps cheat sheet

## Form

Enter	Complete the command for the active option or button
Esc	Cancel a command, or close a selected list or dialog box
Ctrl + S	Save
Esc	Cancel edits and close (Close)
Down arrow	Open the lookup menu with the most recently used items in alphabetical order
Enter	Open a lookup drop-down list
Esc	Close a lookup drop-down list
Enter	Open a row found in lookup with forms in edit mode

## Form navigation

Tab	Move to the next option, option group, or column
Shift + Tab	Move to the previous option, option group, or column
Arrow keys	Move between options in an open list, or between options in a group of options
Ctrl + [	Go to the landmark section of a page

## Email (accessibility)

Alt + F11	Toggle full-screen view
Alt + Ctrl + 0	Go to menu bar
Alt + 1	Go to the rich-text editor
Alt + 2	Go to the HTML editor
Alt + 3	Go to the preview view
Ctrl + Z	Undo command
Shift + Ctrl + Z	Redo command
Ctrl + B	Bold command
Ctrl + I	Italic command
Ctrl + U	Underline command
Alt + 0	Accessibility help
Esc	Cancel operation

## Editable grids (views)

If editable grids are enabled by your administrator, data can be edited directly in a grid (view).

Spacebar to drop down list and then down arrow to select an action, followed by Enter: When the focus is on a column header, sort by column

Spacebar to drop down list and then down arrow to select the Filter by option, followed by Enter: When the focus is on a column header, open filter dialog

Right arrow	When the focus is on the cells, move to the next column
Left arrow	When the focus is on the cells, move to the previous column
Tab	When the focus is on the column header, move to the next column header
Shift + Tab	When the focus is on the column header, move to the previous column header

Up arrow	Move to the cell above
Enter	(when cell is not in edit mode) Move to the cell below

Enter	Move to the cell below
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Type the value directly to overwrite the existing value  
Or Spacebar to continue modifying the existing value  
Or F2 to select the existing value: Go to edit mode for Text, Number, and Simple columns when the focus is on a column

Type the value directly Or F4 or Alt+↓ to display the date/time picker: Go to edit mode for Date and Time columns

Enter or Space	Go to edit mode for drop-down (Lookup, Option Set) columns
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Spacebar to switch between the two options Or F4 Or Alt+↓ to open the list: Go to edit mode for Two Options columns

Up arrow / Down arrow	Move between entries in an open drop-down list
Enter	Select an option in an open drop-down list
Esc	Close an open drop-down list
Esc	Cancel your edits
Enter	(when the focus is on (→) icon) Navigate to and open the lookup row

Page Down	Move to the next page (if any)
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Page Up	Move to the previous page (if any)
Shift + Tab	Move to the column header when the focus is in the grid
Tab	Move to the Save button when the focus is on the column header (if any unsaved data)
Tab	Move to the Refresh button when the focus is on the column header

## Interactive dashboard

Interactive dashboards allow use of new functionality such as sorting, filtering and quick actions

Enter or Space	Activate a dashboard element (simulate left-click)
Tab	Move to the next element
Shift + Tab	Move to the previous element
Down arrow	Move to the next item within a dashboard element
Up arrow	Move to the previous item within a dashboard element
Esc	Close a menu
Enter or Space	Select a check box or radio button
Ctrl + Alt + D	Modify the date range filter
Ctrl + Alt + V	Show the visual filter pane
Ctrl + Alt + A	Move to the global command bar

## Global filter

Down arrow	Open a menu
Enter or Space	Activate a button
Tab	Move to the next element
Shift + Tab	Move to the previous element
Right arrow	Open a tree view control
Left arrow	Close a tree view control
Up arrow	Move to the next tree view node
Down arrow	Move to the previous tree view node
Home	Move to the first tree view node
End	Move to the last tree view node
Enter	Perform the default action for the tree view node
Del	Remove a filter

## Dashboard stream control

Ctrl + Alt + Q	Move to the first command on the active dashboard stream's command bar
Tab	Move to the next element
Shift + Tab	Move to the previous element
Enter or Space	Activate a button
Down arrow	Activate the Sort by column button and open flyout
Down arrow	Move to the next item
Up arrow	Move to the previous item
Home	Move to the first item
End	Move to the last item
Ctrl + F6	Move to the next stream
Ctrl + Shift + F6	Move to the previous stream
Esc	Close a menu
Enter or Space	Change the state of a check box

## Common controls: Chart

Tab	Move to the first element in a chart
Down arrow	Move to the next data point
Up arrow	Move to the previous data point
Tab	Move to the See More button in a Tag chart
Shift + Tab	Move back from the See More button to the tags in a Tag chart
Enter or Space	Filter the dashboard when the focus is on a data point in an interactive dashboard

## Common controls: Date-Time control

Down arrow	Open the date picker flyout
Enter or Space	Activate the option and close the flyout
Down arrow	Move to the next item
Up arrow	Move to the previous item
Home	Move to the first item
End	Move to the last item
Esc	Close the date picker flyout

Tab	Move to the next element
Shift + Tab	Move to the previous element
Enter or Space	Select the calendar
Enter or Space	Activate a button

## Common controls: Search results

Up arrow	Move to the next search result
Down arrow	Move to the previous search result
Right arrow	Move to the list of available views
Left arrow	Move from the list of available views to search results
Tab	Navigate between buttons

Source: Microsoft

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*More information: [defkey.com/microsoft-powerapps-shortcuts](https://defkey.com/microsoft-powerapps-shortcuts)*

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