

# Power Query (macOS) cheat sheet

## Query Editor

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

## Data Preview

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

## Editable grid

Cmd + C	Copy cells/rows/columns
Cmd + V	Paste cells/rows/columns
Cmd + Enter	Save entered data
Ctrl + Space	Show suggestions (when available)

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

Control + Shift + M	Toggle tab behavior
---------------------	---------------------

## Diagram View

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

## Queries pane

Cmd + A	Select all queries
Cmd + C	Copy queries
Cmd + V	Paste queries
Cmd + Up arrow / Down arrow	Select multiple consecutive queries
Source:	Power Query documentation

Last modification: 12/21/2023 9:47:44 PM

More information: [defkey.com/power-query-macos-shortcuts](https://defkey.com/power-query-macos-shortcuts)

[Customize this PDF...](#)