



Salesforce cheat sheet

Lightning Experience

Global:

Esc	Close or deselect
E	Edit a record

Note: This shortcut doesn't work with Lightning Knowledge articles, reports, dashboards, feed items, approval requests, and email messages.

Ctrl + .	(Windows) Insert quick text
Cmd + .	(macOS) Insert quick text
M	Open or close Macros
N	Open or close Notes

Ctrl + Enter	(Windows) Post to feed
Cmd + Enter	(macOS) Post to feed

Ctrl + S	(Windows) Save record. The focus must be on a field
Cmd + S	(macOS) Save record. The focus must be on a field

/	Search
Ctrl + /	Show shortcut menu

Cmd + /	(macOS) Show shortcut menu
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Navigation:

C	Focus notifications
Shift + C	Focus notifications (reverse order)

G then D	Go to composer window
G then P	Go to publisher

Ctrl + F6	(Windows) Go to other region
Cmd + F6	(macOS) Go to other region

G then U	Go to utility bar
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Lightning Experience Composer windows

G then D	Open the overflow menu from anywhere on the page
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Up arrow / Down arrow	Move through the list of open composer windows in the overflow menu
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Left arrow / Right arrow	Move between open composer windows
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Enter	Move focus to inside the composer window (from a
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composer window's header)

Tab	Cycle through the fields inside the composer window
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Esc	Move focus from a composer window to the window's header
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Macro Utility shortcuts in Lightning Experience

M	Open and close Macro utility
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Enter	Run macro
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Arrow keys	Navigate list of macros
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Macro Builder shortcuts in Lightning Experience

Global:

Ctrl + S	(Windows) Save
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Cmd + S	(macOS) Save
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Win: Ctrl + /	(Windows) Display shortcut menu
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Cmd + /	(macOS) Display shortcut menu
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F6	Switch panel focus
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Canvas

Space or Enter	Select focused element
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Tab	Switch focus to next element
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Shift + Tab	Switch focus to previous element
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Instructions

Tab or Arrow keys	Switch focus to next instruction
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Macro shortcuts in Salesforce Classic

M	Open Macro widget
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S	Go to macro search
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E	Edit the selected macro
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V	View the Macro Details page for a macro
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Enter	Run macro
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Space	View macro instruction
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Up arrow	Scroll up the macro list
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Down arrow	Scroll down the macro list
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Health Cloud Console

Esc	Enter keyboard shortcuts mode
Shift + Left arrow	Hide or show left sidebar
Shift + Right arrow	Hide or show right sidebar
Down arrow	Move down
Up arrow	Move up
Shift + Up arrow	Hide or show top sidebar
Shift + Down arrow	Hide or show bottom sidebar
D	Open drop-down button on tabs
T	Open a new tab
Z	Zoom in or out on primary tabs
C	Close tab

Building Analytics Dashboards and Lenses

Lens:

L	Clip to dashboard designer
S	Save
N	Clone in new tab
Ctrl + E	(Windows) Open JSON Editor
Cmd + E	(macOS) Open JSON Editor

Dashboard:

Tab	Focus on next item in the dashboard
Shift + Tab	Focus on previous item in the dashboard
Space	Select a widget to move it when editing the dashboard
Arrow keys	Move the selected widget when editing the dashboard
C	Share the dashboard when viewing it
E	Toggle between previewing or editing the dashboard
S	Save the dashboard
X	Redo the change
Z	Undo the latest change
Del	Delete the selected widgets while editing the dashboard

Left click + Move the mouse + Shift	(drag the widget before pressing Shift) Reflow other widgets down when dragging a widget in the dashboard canvas
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Ctrl + Left click	(Windows) Select multiple widgets while editing the dashboard
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Cmd + Left click	(macOS) Select multiple widgets while editing the dashboard
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Ctrl + A	(Windows) Select all widgets in the canvas while editing the dashboard
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Cmd + A	(macOS) Select all widgets in the canvas while editing the dashboard
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Json Editor:

Cmd + E	(macOS) View dashboard with changes to JSON.
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Ctrl + 3	(Windows) Disregard changes and load the original JSON.
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Cmd + 3	(macOS) Disregard changes and load the original JSON.
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Ctrl + D	(Windows) Delete line
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Cmd + D	(macOS) Delete line
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Alt + Shift + Down arrow	(Windows) Copy lines down
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Alt + Shift + Up arrow	(Windows) Copy lines up
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Cmd + Option + Up arrow	(macOS) Copy lines up
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Alt + Down arrow	(Windows) Move lines down
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Option + Down arrow	(macOS) Move lines down
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Alt + Up arrow	(Windows) Move lines up
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Option + Up arrow	(macOS) Move lines up
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Alt + Del	(Windows) Delete to end of line
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Ctrl + K	(macOS) Delete to end of line
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Alt + Backspace	(Windows) Delete to start of line
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Cmd + Del	(macOS) Delete to start of line
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Ctrl + Del	(Windows) Delete word to the right
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Ctrl + A	(Windows) Select all
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Cmd + A	(macOS) Select all
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Shift + Left arrow	(Windows) Select character to the left
Shift + Left arrow	(macOS) Select character to the left
Shift + Right arrow	(Windows) Select character to the right
Shift + Right arrow	(macOS) Select character to the right
Ctrl + Shift + Left arrow	(Windows) Select word to the left
Option + Shift + Left arrow	(macOS) Select word to the left
Ctrl + Shift + Right arrow	(Windows) Select word to the right
Option + Shift + Right arrow	(macOS) Select word to the right
Shift + Home	(Windows) Select to start of line
Shift + Cmd + Left arrow	(macOS) Select to start of line
Shift + End	(Windows) Select to end of line
Shift + Cmd + Right arrow	(macOS) Select to end of line
Shift + Up arrow	(Windows) Select up
Shift + Up arrow	(macOS) Select up
Shift + Down arrow	(Windows) Select down
Shift + Down arrow	(macOS) Select down
Shift + Page Up	(Windows) Select page up
Shift + Page Down	(Windows) Select page down
Ctrl + Shift + Home	(Windows) Select to start
Cmd + Shift + Up arrow	(macOS) Select to start
Ctrl + Shift + End	(Windows) Select to end
Cmd + Shift + Down arrow	(macOS) Select to end
Ctrl + Shift + D	(Windows) Duplicate selection
Cmd + Shift + D	(macOS) Duplicate selection
Ctrl + Shift + P	(Windows) Select to matching bracket
Left arrow	(Windows) Go to left

Left arrow	(macOS) Go to left
Ctrl + B	(macOS) Go to left
Right arrow	(Windows) Go to right
Right arrow	(macOS) Go to right
Ctrl + F	(macOS) Go to right
Ctrl + Left arrow	(Windows) Go to word left
Option + Left arrow	(macOS) Go to word left
Ctrl + Right arrow	(Windows) Go to word right
Option + Right arrow	(macOS) Go to word right
Up arrow	(Windows) Go line up
Up arrow	(macOS) Go line up
Down arrow	(Windows) Go line down
Down arrow	(macOS) Go line down
Ctrl + N	(macOS) Go line down
Alt + Left arrow or Home	(Windows) Go to line start
Cmd + Left arrow	(macOS) Go to line start
Control + A	(macOS) Go to line start
Page Up	(Windows) Go to page up
Page Down	(Windows) Go to page down
Ctrl + Home	(Windows) Go to start
Cmd + Up arrow	(macOS) Go to start
Ctrl + End	(Windows) Go to end
Cmd + Down arrow	(macOS) Go to end
Ctrl + L	(Windows) Go to line
Cmd + L	(macOS) Go to line
Ctrl + P	(Windows) Go to matching bracket
Ctrl + F	(Windows) Find
Cmd + F	(macOS) Find
Ctrl + H	(Windows) Replace
Ctrl + F then Ctrl + F	(Windows) Replace
Cmd + Option + F	(macOS) Replace
Ctrl + K	(Windows) Find next
Cmd + G	(macOS) Find next
Ctrl + Shift + K	(Windows) Find previous
Cmd + Shift + G	(macOS) Find previous

SAQL Editor:

Ctrl + D	(Windows) Delete line
Cmd + D	(macOS) Delete line
Alt + Shift + Down arrow	(Windows) Copy lines down
Cmd + Option + Down arrow	(macOS) Copy lines down
Alt + Shift + Up arrow	(Windows) Copy lines up
Cmd + Option + Up arrow	(macOS) Copy lines up
Alt + Down arrow	(Windows) Move lines down
Option + Down arrow	(macOS) Move lines down
Alt + Up arrow	(Windows) Move lines up
Option + Up arrow	(macOS) Move lines up
Alt + Del	(Windows) Delete to line end
Ctrl + K	(macOS) Delete to line end
Alt + Backspace	(Windows) Delete to line start
Cmd + Del	(macOS) Delete to line start
Ctrl + Del	(Windows) Delete word right
Option + Del	(macOS) Delete word right
Ctrl + A	(Windows) Select all
Cmd + A	(macOS) Select all
Shift + Left arrow	(Windows) Select left
Shift + Left arrow	(macOS) Select left
Shift + Right arrow	(Windows) Select right
Shift + Right arrow	(macOS) Select right
Ctrl + Shift + Left arrow	(Windows) Select word left
Option + Shift + Left arrow	(macOS) Select word left
Ctrl + Shift + Right arrow	(Windows) Select word right
Shift + Home	(Windows) Select to line start
Shift + End	(Windows) Select to line end
Shift + Up arrow	(Windows) Select up
Shift + Up arrow	(macOS) Select up
Shift + Down arrow	(Windows) Select down
Shift + Down arrow	(macOS) Select down

Shift + Page Up	(Windows) Select page up
Shift + Page Down	(Windows) Select page down
Ctrl + Shift + Home	(Windows) Select to start
Cmd + Shift + Up arrow	(macOS) Select to start
Ctrl + Shift + End	(Windows) Select to end
Cmd + Shift + Down arrow	(macOS) Select to end
Ctrl + Shift + D	(Windows) Duplicate selection
Cmd + Shift + D	(macOS) Duplicate selection
Ctrl + Shift + P	(Windows) Select to matching bracket
Left arrow	(Windows) Go to left
Left arrow or Ctrl + B	(macOS) Go to left
Right arrow	(Windows) Go to right
Right arrow	(macOS) Go to right
Ctrl + F	(macOS) Go to right
Ctrl + Left arrow	(Windows) Go to word left
Option + Left arrow	(macOS) Go to word left
Ctrl + Right arrow	(Windows) Go to word right
Option + Right arrow	(macOS) Go to word right
Up arrow	(Windows) Go line up
Up arrow or Ctrl + P	(macOS) Go line up
Down arrow	(Windows) Go line down
Down arrow	(macOS) Go line down
Ctrl + N	(macOS) Go line down
Alt + Left arrow or Home	(Windows) Go to line start
Cmd + Left arrow	(macOS) Go to line start
Ctrl + A	(macOS) Go to line start
Alt + Right arrow	(Windows) Go to line end
End	(Windows) Go to line end
Cmd + Right arrow	(macOS) Go to line end
Page Up	(Windows) Go to page up
Page Down	(Windows) Go to page down
Ctrl + V	(macOS) Go to page down

Ctrl + Home	(Windows) Go to start
Cmd + Up arrow	(macOS) Go to start
Ctrl + End	(Windows) Go to end
Cmd + Down arrow	(macOS) Go to end
Ctrl + L	(Windows) Go to line
Cmd + L	(macOS) Go to line
Ctrl + P	(Windows) Go to matching bracket
Ctrl + H	(Windows) Find
Ctrl + F then Ctrl + F	(Windows) Find
Cmd + F	(macOS) Find
Ctrl + H	(Windows) Replace
Cmd + Option + F	(macOS) Replace
Ctrl + K	(Windows) Find next
Cmd + G	(macOS) Find next
Ctrl + Shift + K	(Windows) Find previous
Cmd + Shift + G	(macOS) Find previous

Editing Dashboards in Lightning Experience

Tab	Focus on next item in the dashboard
Shift + Tab	Focus on previous item in the dashboard
Space	Select a component to move or a component corner to resize
Arrow keys	Move or resize a widget
Enter	Click a button
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + N	Add component
Esc	Cancel pending component move or resize

Data Categories

Enter	Add a sibling to the selected category
Enter + Tab	Add a child to the selected

	category
Esc	Close the Add Category field
Enter	Save changes in the Add Category field
Space	Open the Edit Category field for the selected category
Esc	Close the Edit Category field
Enter	Save changes in the Edit Category field
Tab	Demote a category down one level, as a child of the sibling currently above it
Shift + Tab	Promote a category up one level, as a sibling to its current parent
Del	Delete the selected category and its children
Up arrow	Move the focus up in the category hierarchy
Down arrow	Move the focus down in the category hierarchy
Left arrow	Collapse children in a parent category
Right arrow	Expand children in a parent category
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + S	Save the last changes in the category hierarchy

Last modification: 13/8/2563 08:54:46

More information: defkey.com/th/salesforce-2020-shortcuts

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