

KEYBOARD SHORTCUTS FOR DATA SCIENTISTS

Python

Tableau

Excel

SQL

R

SAS

SPSS

Matlab

Stata



Table of contents

1. PYTHON

1.1. Jupyter IDE Keyboard Shortcuts	5
1.2. Spyder IDE Keyboard Shortcuts	11
1.3. Rodeo IDE Keyboard Shortcuts	21
1.3.1. For Windows/Linux	21
1.3.2. For Mac	24
1.4. PyCharm IDE Keyboard Shortcuts	27
1.4.1. For Windows/Linux	27
1.4.2. For Mac	45
1.5. Atom IDE Keyboard Shortcuts	63
1.5.1. For Windows/Linux	63
1.5.2. For Mac	68

2. R

2.1. RStudio Keyboard Shortcuts	74
2.1.1. For Windows/Linux	74
2.1.2. For Mac	89

3. MATLAB

3.1. MATLAB Keyboard Shortcuts	101
3.1.1. For Windows/Linux.....	101

4. SQL

4.1. MySQL Workbench IDE Keyboard Shortcuts	104
4.1.1. For Windows/Linux.....	104
4.1.2. For Mac.....	112

Table of contents

4.2. Microsoft SQL Server IDE Keyboard Shortcuts	120
4.3. PostgreSQL Keyboard Shortcuts	149
4.3.1. For Windows/Linux.....	149
4.3.2. For Mac	152
4.4. DB2 Keyboard Shortcuts.....	155

5. TABLEAU

5.1. Tableau Keyboard Shortcuts	161
5.1.1. For Windows/Linux	161
5.1.2. For Mac	168

6. EXCEL

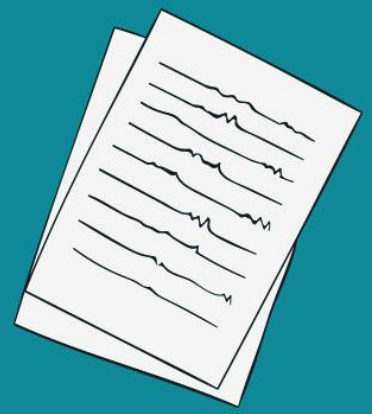
6.1. Excel Keyboard Shortcuts	176
6.1.1. For Windows/Linux	176
6.1.2. For Mac	183

7. SPSS

7.1. SPSS Keyboard Shortcuts	187
7.1.1 For Windows/Linux	187
7.1.2 For Mac	191

8. SAS

8.1. SAS Keyboard Shortcuts	195
8.1.1. For Windows/Linux	195



Python



Command Mode (press Esc to enable)



Enter edit mode

Enter

Run cell, select below

Shift

+

Enter

Run selected cells

Ctrl

+

Enter

Run cell, insert below

Alt

+

Enter

To code

Y

To markdown

M

To raw

R

Markdown heading size (1, 2, 3, 4, 5, 6)

1

, ... ,

6

Select cell above

K

/

▲

Select cell below

J

/

▼

Insert cell above/below

A

/

B



Command Mode (press Esc to enable)



Cut selected cell

X

Copy selected cell

C

Paste cell above

Shift + V

Paste cell below

V

Undo cell deletion

Z

Delete selected cell

D + D

Merge cell below

Shift + M

Save and checkpoint

Ctrl + S

Toggle line numbers

L

Toggle output

O

Toggle output scrolling

Shift + O



Command Mode (press Esc to enable)



Close pager

Esc

Show keyboard shortcut help dialog

H

Interrupt kernel

I

+

I

Restart kernel

0

+

0

Scroll down

Space

Scroll up

Shift

+

Space

Ignore

Shift

Edit Mode (press Enter to enable)

Code completion or indent

Tab

Tooltip

Shift

+

Tab

Indent

Ctrl

+

]



Edit Mode (press Enter to enable)



Dedent



Select all



Undo



Redo



Redo



Go to cell start



Go to cell start



Go to cell end



Go to cell end



Go one word left



Go one word right





Edit Mode (press Enter to enable)



Delete word before



Delete word after



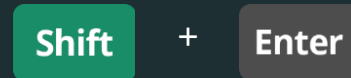
Command mode



Command mode



Run cell, select below



Run selected cells



Run cell, insert below



Save and checkpoint



Split cell



Move cursor down or next cell



Move cursor up or previous cell



Python

Jupyter IDE Keyboard Shortcuts



Edit Mode (press Enter to enable)



Toggle comment on current or
selected lines



+





Conventional Keyboard Shortcuts



Go to start of line

Home

Go to end of line

End

Go to previous character



Go to next character



Go up to previous line



Go down to next line



Go to start of previous word

Ctrl +

Go to start of next word

Ctrl +

Go to start of document

Ctrl + or Ctrl + Home

Go to end of document

Ctrl + or Ctrl + End

Open file

Ctrl + O



Conventional Keyboard Shortcuts



Open new file



Delete to beginning of previous word



Delete to beginning of next word



Select all



Copy selection



Save current file



Save current file as



Save all open files



Delete selection or current character



Cut selection



Paste clipboard contents





Conventional Keyboard Shortcuts



Undo last action



Redo last action



Quit Spyder



Keyboard Shortcuts for Navigation

Go to line



Go to previous file



Go to next file



Go to (i.e., open) last closed file



Go to (i.e., switch to and open) file



Go to previous cursor location



Go to next cursor location



Keyboard Shortcuts for Navigation



Go to last edit location

Ctrl

+

Alt

+

Shift

+

←

Go to definition

Ctrl

+

G

Keyboard Shortcuts for Zooming and Commenting

Zoom in

Ctrl

+

+

or

Ctrl

+

=

Zoom out

Ctrl

+

-

Zoom reset

Ctrl

+

0

Toggle comment selection (or line)

Ctrl

+

1

Insert block comment

Ctrl

+

4

Uncomment block comment

Ctrl

+

5

Search and Replace



Find text

Ctrl

+

F

Find next

F3

Find previous

Shift

+

F3

Replace text

Ctrl

+

R

Moving, Copying, Duplicating, Deleting

Move line down

Alt

+

▼

Move line up

Alt

+

▲

Delete line

Ctrl

+

D

Copy line

Ctrl

+

Alt

+

▼

Duplicate line

Ctrl

+

Alt

+

▲

Miscellaneous Keyboard Shortcuts



Indent selected line(s)

Tab

Unindent selected line(s)

Shift

+

Tab

Transform to lowercase

Ctrl

+

U

Transform to uppercase

Ctrl

+

Shift

+

U

Close file

Ctrl

+

W

or

Ctrl

+

F4

Close all

Ctrl

+

Shift

+

W

Code completion

Ctrl

+

Space

Inspect current object

Ctrl

+

I

Executing Code

Run file (complete program)

F5

Re-run last script

F6

Executing Code



Configure

Ctrl

+

F6

Run selection (or current line)

F9

Profile

F10

Run cell

Ctrl

+

Enter

Run cell and advance

Shift

+

Enter

Run static code analysis

F8

Open an iPython console

Ctrl

+

T

Restart kernel

Ctrl

+

.

Debugging Code

Breakpoint

F12

Conditional breakpoint

Shift

+

F12

Debugging Code



Debug

Ctrl

+

F5

Step

Ctrl

+

F10

Step into

Ctrl

+

F11

Step return

Ctrl

+

Shift

+

F11

Continue

Ctrl

+

F12

Stop

Ctrl

+

Shift

+

F12

Interface Adjustment and Layouts

Editor pane

Ctrl

+

Shift

+

E

Python console pane

Ctrl

+

Shift

+

C

iPython console pane

Ctrl

+

Shift

+

I

Variable explorer pane

Ctrl

+

Shift

+

V

Interface Adjustment and Layouts



Help pane

Ctrl

+

Shift

+

H

File explorer pane

Ctrl

+

Shift

+

X

Outline pane (show/hide)

Ctrl

+

Shift

+

O

Project explorer pane

Ctrl

+

Shift

+

P

Find in files pane

Ctrl

+

Shift

+

F

History log pane

Ctrl

+

Shift

+

L

Breakpoints pane

Ctrl

+

Shift

+

B

Online help pane

Ctrl

+

Shift

+

D

Close current pane

Ctrl

+

Shift

+

F4

Lock panes

Ctrl

+

Shift

+

F5

Maximize current pane

Ctrl

+

Alt

+

Shift

+

M

Interface Adjustment and Layouts



Preferences

Ctrl

+

Alt

+

Shift

+

P

Full screen mode

F11

Toolbars (hide/show)

Alt

+

Shift

+

T

Use previous layout

Alt

+

Shift

+

PgUp

Use next layout

Alt

+

Shift

+

PgDn

Save current layout

Alt

+

Shift

+

S

Layout preferences

Alt

+

Shift

+

P

System Shortcuts



Run code

Ctrl

+

Enter

Show preferences

Ctrl

+

,

Theoretical explanation

Ctrl

+

Q

New editor

Ctrl

+

N

Open file

Shift

+

Ctrl

+

O

Save file

Ctrl

+

S

Close file

Ctrl

+

W

Move to editor to the
left of active editor

Ctrl

+

Option

+

◀

Move to editor to the
right of active editor

Ctrl

+

Option

+

▶

Focus on editor

Ctrl

+

1

Focus on console

Ctrl

+

2



System Shortcuts



Toggle view for Environment/History

Ctrl

+

3

Toggle view for Files/Plots/Packages/Help

Ctrl

+

4

Restart Rodeo

Ctrl

+

R

Console Shortcuts

Clear console

Ctrl

+

L

Skip to beginning of console

Ctrl

+

A

Skip to end of console

Ctrl

+

E

Cancel console input

Ctrl

+

C

Show autocomplete options

Tab

Editor Shortcuts



Show autocomplete options

Tab

Comment code

Ctrl

+

/

Delete line

Ctrl

+

D

Select next occurrence

Ctrl

+

Option

+



Select previous occurrence

Ctrl

+

Option

+



Split into lines

Ctrl

+

Option

+

L

Find / replace text

Ctrl

+

F

Go to next occurrence

Ctrl

+

G

Go to previous occurrence

Ctrl

+

Shift

+

G

Select text between brackets

Ctrl

+

Shift

+

M

System Shortcuts



Run code



+

Enter

Show preferences



+

,

Theoretical explanation



+

Q

New editor



+

N

Open file

Shift

+



+

O

Save file



+

S

Close file



+

W

Move to editor to the left of active editor



+

Option

+



Move to editor to the right of active editor



+

Option

+



Focus on editor



+

1

Focus on console



+

2



System Shortcuts



Toggle view for Environment/History



Toggle view for Files/Plots/Packages/Help



Restart Rodeo



Console Shortcuts

Clear console



Skip to beginning of console



Skip to end of console



Cancel console input



Show autocomplete options



Editor



Show autocomplete options

Tab

Comment code



+



Delete line



+



Select next occurrence

Ctrl

+

Option

+



Select previous occurrence

Ctrl

+

Option

+



Select all occurrences

Ctrl

+

Option

+

G

Split into lines

Ctrl

+

Option

+

L

Find / replace text



+



Go to next occurrence



+



Go to previous occurrence



+

Shift

+



Select text between brackets

Ctrl

+

Shift

+



Advanced Editing Shortcuts



Comment with Line Comment

Ctrl

+

/

Comment with Block Comment

Ctrl

+

Shift

+

/

Quick Documentation

Ctrl

+

Q

Pop-up Hector

Ctrl

+

Shift

+

Alt

+

H

Parameter Info

Ctrl

+

P

Context Info

Alt

+

Q

Error Description

Ctrl

+

F1

External Documentation

Shift

+

F1

Override Methods

Ctrl

+

O

Surround with

Ctrl

+

Alt

+

T

Basic Code Completion

Ctrl

+

Space

+

Alt

+

/

Advanced Editing Shortcuts



SmartType Code Completion

Ctrl

+

Shift

+

Space

Expand Word

Alt

+

/

Insert Live Template

Ctrl

+

J

Surround with Live Template

Ctrl

+

Alt

+

J

Next Template Variable

Tab

Previous Template Variable

Shift

+

Tab



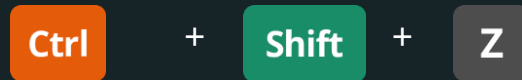
Basic Editing Shortcuts



Undo



Redo



Cut



Copy



Paste



Paste from History



Up



Up with Selection



Down



Down with Selection



Left/Right with Selection



Basic Editing Shortcuts



Go to Page Top

Ctrl

+

PgUp

Go to Page Top with Selection

Ctrl

+

Shift

+

PgUp

Page Down

PgDn

Page Down with Selection

Shift

+

PgDn

Page Up

PgUp

Page Up with Selection

Shift

+

PgUp

Scroll Down

Ctrl

+



Scroll to Center

Ctrl

+

M

Scroll Up

Ctrl

+



Move to Line End

End

Move to Line End with Selection

Shift

+

End

Basic Editing Shortcuts



Move to Line Start

Home

Move to Line Start with Selection

Shift

+

Home

Move to Next Word

Ctrl

+



Move to Next Word with Selection

Ctrl

+

Shift

+



Move to Previous Word

Ctrl

+



Move to Previous Word with Selection

Ctrl

+

Shift

+



Move to Text End

Ctrl

+

End

Move to Text End with Selection

Ctrl

+

Shift

+



Move to Text Start

Ctrl

+

Home

Move to Text Start with Selection

Ctrl

+

Shift

+



Select all

Ctrl

+



Basic Editing Shortcuts



Delete Line at Caret

Ctrl

+

Y

Delete to Word End

Ctrl

+

Del

Delete to Word Start

Ctrl

+

BackSpace

Toggle Insert/Overwrite

Ins

Duplicate Line or Block

Ctrl

+

D

Toggle Case

Ctrl

+

Shift

+

U

Move to Code Block End

Ctrl

+

]

Move to Code Block End with Selection

Ctrl

+

Shift

+

]

Move to Code Block Start

Ctrl

+

[

Move to Code Block Start with Selection

Ctrl

+

Shift

+

[

Start New Line

Shift

+

Enter

Basic Editing Shortcuts



Start New Line Before Current One



Join Lines



Split Line



Select Word at Caret



Unselect Word at Caret



Indent Selection



Unindent Selection



Auto-Indent Lines



Code Folding Shortcuts



Expand

Ctrl

+

+

Collapse

Ctrl

+

-

Expand Recursively

Ctrl

+

Alt

+

+

Collapse Recursively

Ctrl

+

Alt

+

-

Expand All

Ctrl

+

Shift

+

+

Collapse All

Ctrl

+

Shift

+

-

Expand to level (1 – 5)

Ctrl

+

*

+

1

Expand all to level (1 – 5)

Ctrl

+

Shift

+

*

+

1

Fold Selection / Remove region

Ctrl

+

.

Running and Debugging Shortcuts



Run	Shift	+	F10		
Choose configuration and run	Shift	+	Alt	+	F1
Rerun	Ctrl	+	F5		
Rerun with focus in the editor	Shift	+	F10		
Debug	Shift	+	F9		
Choose configuration and debug	Shift	+	Alt	+	F9
Step Over	F8				
Step Into	F7				
Smart Step Into	Shift	+	F7		
Step Out	Shift	+	F8		
Force Step Over	Shift	+	Alt	+	F8

Running and Debugging Shortcuts



Force Step Into

Shift

+

Alt

+

F7

Run to Cursor

Alt

+

F9

Force Run To Cursor

Ctrl

+

Alt

+

F9

Resume Program

F9

Stop Program

Shift

+

F2

Evaluate Expression

Alt

+

F8

Quick Evaluate Expression

Ctrl

+

Alt

+

F8

Toggle Breakpoint

Ctrl

+

F8

View Breakpoints

Ctrl

+

Shift

+

F8

General Keyboard Shortcuts



Close Active Tab

Ctrl

+

Shift

+

F4

Close Editor

Ctrl

+

F4

Edit Source

F4

Escape

Esc

Export to Text File

Alt

+

O

New

Alt

+

Ins

Save all

Ctrl

+

S

Select Next Tab

Alt

+

▶

Select Previous Tab

Alt

+

◀

Show Intention Action

Alt

+

Enter

Synchronize

Ctrl

+

Alt

+

Y



General Keyboard Shortcuts



View Source

Ctrl + **Enter**

Search Keyboard Shortcuts

Find

Ctrl + **F**

Replace

Ctrl + **R**

Search for next/previous occurrence

Shift + **F3**

Find Word at Caret

Ctrl + **F3**

Incremental Search

Ctrl + **F**

Find in Path

Ctrl + **Shift** + **F**

Replace in Path

Ctrl + **Shift** + **R**

Find Usages

Alt + **F7**

Find Usages in File

Ctrl + **F7**

Search Keyboard Shortcuts



Highlight Usages in File

Ctrl

+

Shift

+

F7

Show Usages

Ctrl

+

Alt

+

F7

Find Action

Ctrl

+

Shift

+

A

Navigation Between Bookmarks

Go to Bookmark <number>

Ctrl

+

1

Toggle Bookmark

F11

Toggle Bookmark with Mnemonic

Ctrl

+

F11

Show Bookmarks

Shift

+

F11

Navigation Between IDE Components

Select Target

Alt

+

F1

Collapse all

Ctrl

+

-

Navigation Between IDE Components



Expand all

Ctrl

+

+

Switcher

Ctrl

+

Tab

Edit Source

F4

Open tool window

Alt

+

1

Hide Active Window

Shift

+

Esc

Jump to Last Window

F12

Navigation in Source Code

File Structure Pop-up

Ctrl

+

F12

Select target

Alt

+

F1

Recent Files

Ctrl

+

E

Recently Changed Files

Ctrl

+

Shift

+

E

Navigation in Source Code



Type Hierarchy

Ctrl

+

H

Navigate to Class

Ctrl

+

N

Navigate to File

Ctrl

+

Shift

+

N

Navigate to Recently Opened File

Ctrl

+

E

Navigate to Recently Changed File

Ctrl

+

Shift

+

E

Navigate to Line

Ctrl

+

G

Navigate to Declaration

Ctrl

+

B

Navigate to Implementation

Ctrl

+

Alt

+

B

Navigate to Type Declaration

Ctrl

+

Shift

+

B

Navigate to Super Method

Ctrl

+

U

Navigate to Test/Test Subject

Ctrl

+

Shift

+

T

Navigation in Source Code



Navigate to Related Symbol

Ctrl

+

Alt

+

Home

Navigate to Next Method

Alt

+



Navigate to Previous Method

Alt

+



Navigate to Opening Brace

Ctrl

+



Navigate to Closing Brace

Ctrl

+



Back

Ctrl

+

Alt

+



Forward

Ctrl

+

Alt

+



Navigate to Previous Occurrence

Ctrl

+

Alt

+



Navigate to Next Occurrence

Ctrl

+

Alt

+



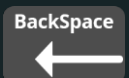
Last Edit Location

Ctrl

+

Shift

+



Navigate to Next Highlighted Error

F2

Navigation in Source Code



Navigate to Previous Highlighted Error

Shift

+

F2

Refactoring

Change Method Signature

Ctrl

+

F6

Rename

Shift

+

F6

Move

F6

Copy

F5

Inline

Ctrl

+

Alt

+

N

Safe Delete

Alt

+

Del

Extract Method

Ctrl

+

Alt

+

M

Extract Variable

Ctrl

+

Alt

+

V

Extract Field

Ctrl

+

Alt

+

F

Python

PyCharm IDE Keyboard Shortcuts

365
DataScience

Refactoring



Extract Constant

Ctrl

+

Alt

+

C

Extract Parameter

Ctrl

+

Alt

+

P

Advanced Editing



Comment with Line Comment



+



Comment with Block Comment

Ctrl

+

Shift

+



Quick Documentation

Ctrl

+



Pop-up Hector

Alt

+

Shift

+



+

H

Parameter Info



+



Context Info

Ctrl

+

Shift

+



Error Description



+



External Documentation

Shift

+



Override Methods



+



Surround with

Alt

+



+



Basic Code Completion

Ctrl

+

Space

+

Alt

+





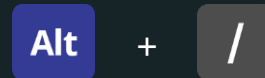
Advanced Editing



SmartType Code Completion



Expand Word



Insert Live Template



Surround with Live Template



Next Template Variable



Previous Template Variable





Basic Editing



Undo



Redo



Cut



Copy



Paste



Paste from History



Up



Up with Selection



Down



Down with Selection



Left/Right with Selection



Basic Editing



Go to Page Top



Go to Page Top with Selection



Page Down



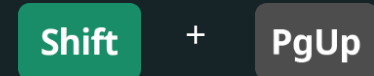
Page Down with Selection



Page Up



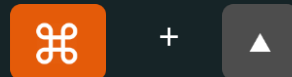
Page Up with Selection



Scroll Down



Scroll Up



Move to Line End



Move to Line End with Selection



Basic Editing



Move to Line Start

Home

Move to Line Start with Selection

Shift

+

Home

Move to Next Word

Alt

+



Move to Next Word with Selection

Alt

+

Shift

+



Move to Previous Word

Alt

+



Move to Previous Word with Selection

Alt

+

Shift

+



Move to Text End



+

End

Move to Text End with Selection

Shift

+



+

End

Move to Text Start



+

Home

Move to Text Start with Selection

Shift

+



+

Home

Select all



+

A

Basic Editing



Delete Line at Caret



+

Y

Delete to Word End



+

Del

Delete to Word Start



+



Duplicate Line or Block



+

D

Toggle Case



+



+

U

Move to Code Block End



+

]

Move to Code Block End with Selection



+



+

]

Move to Code Block Start



+

[

Move to Code Block Start with Selection



+



+

[

Start New Line



+



Basic Editing



Start New Line Before Current One

Alt

+

Shift

+

Enter

Join Lines

Ctrl

+

Shift

+

J

Split Line



+

Enter

Select Word at Caret



+

W

Unselect Word at Caret

Shift

+



+

W

Indent Selection

Tab

Unindent Selection

Shift

+

Tab

Auto-Indent Lines

Alt

+



+

I

Code Folding



Expand



Collapse



Expand Recursively



Collapse Recursively



Expand All



Collapse All



Expand to level (1 – 5)



Expand all to level (1 – 5)



Fold Selection / Remove region



Running and Debugging



Run	Shift	+	F10		
Choose configuration and run	Alt	+	Shift	+	F10
Rerun	Ctrl	+	F5		
Rerun with focus in the editor	Shift	+	F10		
Debug	Shift	+	F9		
Choose configuration and debug	Alt	+	Shift	+	F9
Step Over	F8				
Step Into	F7				
Smart Step Into	Shift	+	F7		
Step Out	Shift	+	F8		
Force Step Over	Alt	+	Shift	+	F8

Running and Debugging



Force Step Into



Run to Cursor



Force Run To Cursor



Resume Program



Stop Program



Evaluate Expression



Quick Evaluate Expression



Toggle Breakpoint



View Breakpoints





General



Close Active Tab

Shift + **⌘** + **F4**

Close Editor

⌘ + **F4**

Edit Source

F4

Escape

Esc

Export to Text File

Ctrl + **O**

New

Ctrl + **N**

Save all

⌘ + **S**

Select Next Tab

Ctrl + **▶**

Select Previous Tab

Ctrl + **◀**

Show Intention Action

Alt + **Enter**

Synchronize

Alt + **⌘** + **Y**

General



View Source



+

Enter

Search

Find



+

F

Replace



+

R

Search for next/previous occurrence

Shift

+

F3

Find Word at Caret



+

F3

Incremental Search



+

F

Find in Path

Ctrl

+

Shift

+

F

Replace in Path

Ctrl

+

Shift

+

R

Find Usages

Alt

+

F7

Find Usages in File



+

F7

Search



Highlight Usages in File

Shift

+



+

F7

Show Usages

Alt

+



+

F7

Find Action

Ctrl

+



+

A

Navigation Between Bookmarks

Go to Bookmark <number>

Ctrl

+

1

Toggle Bookmark

F11

Toggle Bookmark with Mnemonic



+

F11

Show Bookmarks

Shift

+

F11

Navigation Between IDE Components

Select Target

Alt

+

F1

Collapse all



+

-

Navigation Between IDE



Expand all



+

+

Switcher

Ctrl

+

Tab

Edit Source

F4

Open tool window

Alt

+

1

Hide Active Window

Shift

+

Esc

Jump to Last Window

F12

Navigation in Source Code

File Structure Pop-up



+

F12

Select target

Alt

+

F1

Recent Files



+

E

Recently Changed Files

Shift

+



+

E

Navigation in Source Code



Type Hierarchy

Ctrl

+

H

Navigate to Class



+

N

Navigate to File

Shift

+



+

N

Navigate to Recently Opened File



+

E

Navigate to Recently Changed File

Shift

+



+

E

Navigate to Line



+

G

Navigate to Declaration



+

B

Navigate to Implementation

Alt

+



+

B

Navigate to Type Declaration

Ctrl

+

Shift

+

B

Navigate to Super Method



+

U

Navigate to Test/Test Subject

Shift

+



+

T

Navigation in Source Code



Navigate to Related Symbol

Alt

+



+

Home

Navigate to Next Method

Ctrl

+



Navigate to Previous Method

Ctrl

+



Navigate to Opening Brace



+



Navigate to Closing Brace



+



Back

Alt

+



+



Forward

Alt

+



+



Navigate to Previous Occurrence

Alt

+



+



Navigate to Next Occurrence

Alt

+



+



Last Edit Location

Shift

+



+



Navigate to Next Highlighted Error

F2

Navigation in Source Code



Navigate to Previous Highlighted Error

Shift

+

F2

Refactoring

Change Method Signature



+

F6

Rename

Shift

+

F6

Move

F6

Copy

F5

Inline

Alt

+



+

N

Safe Delete



+

Del

Extract Method

Alt

+



+

M

Extract Variable

Alt

+



+

V

Extract Field

Alt

+



+

F

Python

PyCharm IDE Keyboard Shortcuts



Refactoring



Extract Constant



Extract Parameter





General Shortcuts



Preferences/Settings



Command Palette



Open File (Fuzzy)



Browse Open Files



Grammar Selector



Markdown Preview



Key Binding Resolver



Toggle Tree View



Reload Atom



Toggle Developer Tools





General Shortcuts



Show Available Snippets



Window Management Shortcuts

New File



New Window



Open



Open Folder



Save



Save As



Close Tab



Close Window





Window Management Shortcuts



Split Window



Focus Pane



Toggle full screen



Editing Shortcuts

Duplicate Lines



Delete Line



Move Line Up



Move Line Down



Find/Replace



Find Next



Find Previous





Editing Shortcuts



Find in Project	Ctrl	+	Shift	+	F
Go To Line	Ctrl	+	G		
Go To Matching Bracket	Ctrl	+	M		
Select Line	Ctrl	+	L		
Toggle Comment	Ctrl	+	/		
Column Selection	Ctrl	+	Alt	+	↓ / ↑
Select Same Words	Ctrl	+	D		
Undo Selection	Ctrl	+	U		
Select All The Same Words At Once	Alt	+	F3		
Show Symbols Palette	Ctrl	+	R		
Show auto-completions	Ctrl	+	Space		



Editing Shortcuts



Fold/Unfold sections of code



Various Packages

Expand Abbreviation



Git Plus Menu



Open Terminal



Open Project



General



Preferences/Settings

Cmd + ,

Command Palette

Shift + Cmd + P

Open File (Fuzzy)

Cmd + P

Browse Open Files

Cmd + B

Grammar Selector

Ctrl + Shift + L

Markdown Preview

Ctrl + Shift + M

Key Binding Resolver

Cmd + .

Toggle Tree View

Cmd + K

Reload Atom

Ctrl + Alt + Cmd + L

Open Link

Ctrl + Shift + O

Toggle Developer Tools

Alt + Cmd + I



General



Show Available Snippets



Window Management

New File



New Window



Open



Open Folder



Save



Save As



Save All



Close Tab



Close Window





Window Management



- Split Window: **Cmd** + **K** + **↑** / **↓** / **←** / **→**
- Focus Pane: **Cmd** + **K** + **↑** / **↓** / **←** / **→**
- Toggle full screen: **Ctrl** + **Cmd** + **F**

Editing Shortcuts

- Duplicate Lines: **Shift** + **Cmd** + **D**
- Delete Line: **Ctrl** + **Shift** + **K**
- Move Line Up: **Ctrl** + **Cmd** + **↑**
- Move Line Down: **Ctrl** + **Cmd** + **↓**
- Find/Replace: **Cmd** + **F**
- Find Next: **Cmd** + **G**
- Find Previous: **Shift** + **Cmd** + **G**

Editing



Find in Project

Shift

+

Cmd

+

F

Go To Line

Ctrl

+

G

Go To Matching Bracket

Ctrl

+

M

Select Line

Cmd

+

L

Toggle Comment

Cmd

+

/

Column Selection

Ctrl

+

Shift

+

▼

/

▲

Select Same Words

Cmd

+

D

Undo Selection

Cmd

+

U

Select All The Same Words At Once

Cmd

+

Ctrl

+

G

Show Symbols Palette

Cmd

+

R

Show auto-completions

Cmd

+

Space

Editing



Fold/Unfold sections of code

Option + Cmd

Various Packages

Block Travel up/down

Alt + ▲

Beautify

Ctrl + Alt + B

Expand Abbreviation

Shift + Cmd + E

Incremental Search

Cmd + I

Git Plus Menu

Shift + Cmd + H

Jumpy

Shift + Enter

Minimap Toggle

Ctrl + M

Open File in Browser

Ctrl + Alt + M

Run Script

Ctrl + Cmd + I



Various Packages



Open Terminal

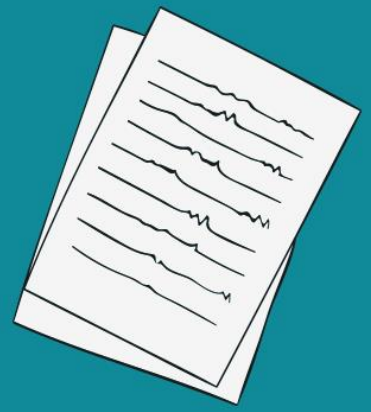
Ctrl + **Alt** + **T**

Open Project

Ctrl + **Cmd** + **P**

Open In

Ctrl + **Alt** + **O**



R



R

Console Keyboard Shortcuts



Move cursor to Console



Clear console



Move cursor to beginning of line



Move cursor to end of line



Navigate command history



Popup command history



Interrupt currently executing command



Change working directory



R

Source Keyboard Shortcuts



Goto File/Function



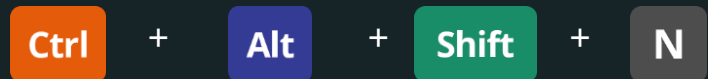
Move cursor to Source Editor



New document (except on Chrome/Windows)



New document (Chrome only)



Open document



Close active document (except on Chrome)



Close active document (Chrome only)



Close all open documents



Preview HTML (Markdown and HTML)



Knit Document (knitr)



Compile Notebook



R

Source Keyboard Shortcuts



Compile PDF (TeX and Sweave)

Ctrl + **Shift** + **K**

Insert chunk (Sweave and Knitr)

Ctrl + **Alt** + **I**

Insert code section

Ctrl + **Shift** + **R**

Run current line/selection

Ctrl + **Enter**

Run current line/selection
(retain cursor position)

Alt + **Enter**

Re-run previous region

Ctrl + **Shift** + **P**

Run current document

Ctrl + **Alt** + **R**

Run from document beginning to
current line

Ctrl + **Alt** + **B**

Run from current line to document end

Ctrl + **Alt** + **E**

Run the current function definition

Ctrl + **Alt** + **F**

Run the current code section

Ctrl + **Alt** + **T**

R

Source Keyboard Shortcuts



Run previous Sweave/Rmd code

Ctrl + **Alt** + **P**

Run the current
Sweave/Rmd chunk

Ctrl + **Alt** + **C**

Run the next Sweave/Rmd chunk

Ctrl + **Alt** + **N**

Source a file

Ctrl + **Shift** + **O**

Source the current document

Ctrl + **Shift** + **S**

Source the current document
(with echo)

Ctrl + **Shift** + **Enter**

Fold Selected

Alt + **L**

Unfold Selected

Shift + **Alt** + **L**

Fold All

Alt + **O**

Unfold All

Shift + **Alt** + **O**

Go to line

Shift + **Alt** + **G**

R

Source Keyboard Shortcuts



Jump to

Shift + Alt + J

Switch to tab

Ctrl + Shift + .

Previous tab

Ctrl + F11

Next tab

Ctrl + F12

First tab

Ctrl + Shift + F11

Last tab

Ctrl + Shift + F12

Navigate back

Ctrl + F9

Navigate forward

Ctrl + F10

Extract function from selection

Ctrl + Alt + X

Extract variable from selection

Ctrl + Alt + V

Reindent lines

Ctrl + I

R

Source Keyboard Shortcuts



Comment/uncomment current line/selection

Ctrl + **Shift** + **C**

Reflow Comment

Ctrl + **Shift** + **/**

Reformat Selection

Ctrl + **Shift** + **A**

Show Diagnostics

Ctrl + **Shift** + **Alt** + **P**

Move Lines Up/Down

Alt + **▲** / **▼**

Copy Lines Up/Down

Shift + **Alt** + **▲** / **▼**

Jump to Matching Brace/Paren

Ctrl + **P**

Expand to Matching Brace/Paren

Ctrl + **Shift** + **E**

Select to Matching Brace/Paren

Ctrl + **Shift** + **Alt** + **E**

Add Cursor Above Current Cursor

Ctrl + **Alt** + **▲**

R

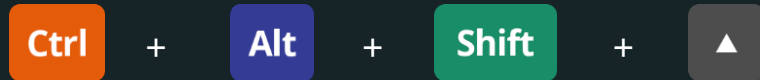
Source Keyboard Shortcuts



Add Cursor Below Current Cursor



Move Active Cursor Up



Move Active Cursor Down



Find and Replace



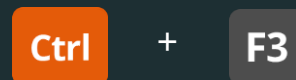
Find Next



Find Previous *



Use Selection for Find



Replace and Find



Find in Files



Check Spelling



** For Linux, please use Ctrl + Shift + G*

R

Editing (Console and Source)



Undo

Ctrl + Z

Redo

Ctrl + Shift + Z

Cut

Ctrl + X

Copy

Ctrl + C

Paste

Ctrl + V

Select All

Ctrl + A

Jump to Word

Ctrl + ← / →

Jump to Start/End

Ctrl + Home / End

Jump to Start/End

Ctrl + ↓ / ↑

Delete Line

Ctrl + D

Select

Ctrl + ↓ / ↑ / ← / →

R

Editing (Console and Source)



Select Word



Select to Line Start



Select to Line End



Select Page Up/Down



Select to Start/End



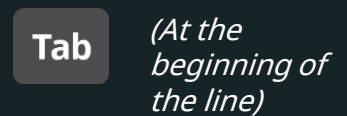
Select to Start/End



Delete Word Left



Indent



R

Editing (Console and Source)

365
DataScience



Outdent

Shift

+

Tab

Yank line up to cursor

Ctrl

+

U

Yank line after cursor

Ctrl

+

K

Insert currently yanked text

Ctrl

+

Y

Insert assignment operator

Alt

+

-

Insert pipe operator

Ctrl

+

Shift

+

M

Show help for function at cursor

F1

Show source code for function at cursor

F2

Find usages for symbol at cursor (C++)

Ctrl

+

Alt

+

U

R

Completions (Console and Source)

365
DataScience



Attempt completion

Tab

Attempt completion

Ctrl

+

Space

Navigate candidates



/



Accept selected candidate

Tab

/

Enter

/



Dismiss completion popup

Esc

R

Views Keyboard shortcuts



Move focus to Source Editor

Ctrl + 1

Move focus to Console

Ctrl + 2

Move focus to Help

Ctrl + 3

Show History

Ctrl + 4

Show Files

Ctrl + 5

Show Plots

Ctrl + 6

Show Packages

Ctrl + 7

Show Environment

Ctrl + 8

Show Git/SVN

Ctrl + 9

Show Build

Ctrl + 0

Sync Editor & PDF Preview

Ctrl + F8

R

Build Keyboard shortcuts



Build and Reload

Ctrl + **Shift** + **B**

Load All (devtools)

Ctrl + **Shift** + **L**

Test Package (Desktop)

Ctrl + **Shift** + **T**

Test Package (Web)

Ctrl + **Alt** + **F7**

Check Package

Ctrl + **Shift** + **E**

Document Package

Ctrl + **Shift** + **D**

R

Debug Keyboard shortcuts

365
DataScience



Toggle Breakpoint

Shift

+

F9

Execute Next Line

F10

Step Into Function

Shift

+

F4

Finish Function/Loop

Shift

+

F6

Continue

Shift

+

F5

Stop Debugging

Shift

+

F8

Plots

Previous plot

Ctrl

+

Alt

+

F11

Next plot

Ctrl

+

Alt

+

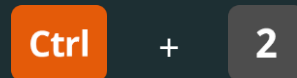
F12

R

Console Keyboard Shortcuts



Move cursor to Console



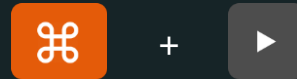
Clear console



Move cursor to beginning of line



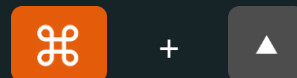
Move cursor to end of line



Navigate command history



Popup command history



Interrupt currently executing command



Change working directory



R

Source Keyboard Shortcuts



Goto File/Function

Ctrl + .

Move cursor to Source Editor

Ctrl + 1

New document (except on Chrome/Windows)

⌘ + Shift + N

New document (Chrome only)

⌘ + Shift + Alt + N

Open document

⌘ + O

Close active document (except on Chrome)

⌘ + W

Close active document (Chrome only)

⌘ + Option + W

Close all open documents

⌘ + Shift + W

Preview HTML (Markdown and HTML)

⌘ + Shift + K

Knit Document (knitr)

⌘ + Shift + K

Compile Notebook

⌘ + Shift + K

R

Source Keyboard Shortcuts



Compile PDF (TeX and Sweave)



Insert chunk (Sweave and Knitr)



Insert code section



Run current line/selection



Run current line/selection
(retain cursor position)



Re-run previous region



Run current document



Run from document beginning to
current line



Run from current line to document end



Run the current function definition



Run the current code section



R

Source Keyboard Shortcuts



Run previous Sweave/Rmd code

 +  + 

Run the current
Sweave/Rmd chunk

 +  + 

Run the next Sweave/Rmd chunk

 +  + 

Source a file

 +  + 

Source the current document

 +  + 

Source the current document
(with echo)

 +  + 

Fold Selected

 +  + 

Unfold Selected

 +  +  + 

Fold All

 +  + 

Unfold All

 +  +  + 

Go to line

 +  +  + 

R

Source Keyboard Shortcuts




Jump to

 +  +  + 

Switch to tab

 +  + 

Previous tab

 + 

Next tab

 + 

First tab

 +  + 



Last tab

 +  + 

Navigate back

 + 

Navigate forward

 + 

Extract function from selection

 +  + 

Extract variable from selection

 +  + 

Reindent lines

 + 

R

Source Keyboard Shortcuts



Comment/uncomment current line/selection



Reflow Comment



Reformat Selection



Show Diagnostics



Transpose Letters



Move Lines Up/Down



Copy Lines Up/Down



Jump to Matching Brace/Paren



Expand to Matching Brace/Paren



Select to Matching Brace/Paren



Add Cursor Above Current Cursor



R

Source Keyboard Shortcuts



Add Cursor Below Current Cursor



Move Active Cursor Up



Move Active Cursor Down



Find and Replace



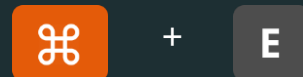
Find Next



Find Previous



Use Selection for Find



Replace and Find



Find in Files



Check Spelling



R

Editing (Console and Source)



Undo



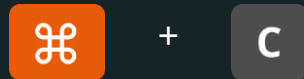
Redo



Cut



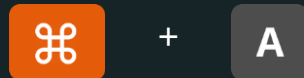
Copy



Paste



Select All



Jump to Word



Jump to Start/End



Jump to Start/End



Delete Line



Select



R

Editing (Console and Source)



Select Word

Option + **Shift** + /

Select to Line Start

+ **Option** +

Select to Line End

+ **Shift** +

Select Page Up/Down

Shift + **PgUp** / **PgDn**

Select to Start/End

+ **Shift** + /

Indent

Tab *(At the beginning of the line)*

Delete Word Left

Option +

Delete Word Right

Option + **Del**

Delete to Line End

Ctrl + **K**

Delete to Line Start

Option +

R

Editing (Console and Source)

365
DataScience



Outdent

Shift

+

Tab

Yank line up to cursor

Ctrl

+

U

Yank line after cursor

Ctrl

+

K

Insert currently yanked text

Ctrl

+

Y

Insert assignment operator

Option

+

-

Insert pipe operator

⌘

+

Shift

+

M

Show help for function at cursor

F1

Show source code for function at cursor

F2

Find usages for symbol at cursor (C++)

⌘

+

Option

+

U

R

Completions & Plots (Console and Source)

365
DataScience



Attempt completion

Tab

Attempt completion



+

Space

Navigate candidates



/



Accept selected candidate

Tab

/

Enter

/



Dismiss completion popup

Esc

Plots

Previous plot



+

Alt

+

F11

Next plot

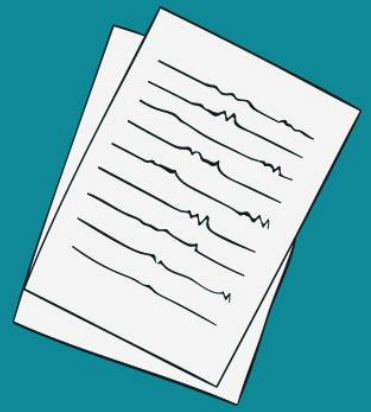


+

Alt

+

F12



Matlab





Recall previous line



Recall next line



Move to top of Command Window



Move to end of Command Window



Move back one character



Move forward one character



Move left one word



Move right one word



Move to beginning of current statement



Move to end of current statement



Clear the command line when cursor is at the command line. Otherwise, move cursor to command line.





Delete character at cursor in command line

Del

Delete character before cursor in command line

BackSpace
←

Change to overwrite mode from insert mode / change to insert mode from overwrite mode

Ins

Select from cursor to beginning of line

Shift

+

Home

Select from cursor to end of last line. Can start at any line in the Command Window

Shift

+

End

Append selection to statement at command line and execute it

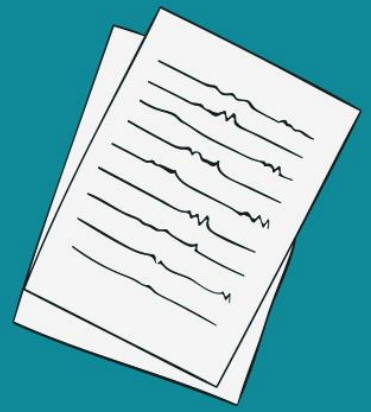
Enter

Open hyperlink displayed in Command Window

Ctrl

+

Enter



SQL



File menu keyboard shortcuts



New Model

Ctrl

+

N

Open Model

Ctrl

+

O

Open SQL Script

Ctrl

+

Shift

+

O

Close Tab

Ctrl

+

F4

Save Model

Ctrl

+

S

Save Script

Ctrl

+

S

Save Model As

Ctrl

+

Shift

+

S

Save Script As

Ctrl

+

Shift

+

S

Forward Engineer SQL CREATE Script

Ctrl

+

Shift

+

G

Forward Engineer SQL ALTER Script

Ctrl

+

Alt

+

Y

Synchronize With SQL CREATE Script

Ctrl

+

Shift

+

Y

File menu



Print

Ctrl

+

P

Exit

Ctrl

+

Q

Edit menu

Undo

Ctrl

+

Z

Redo

Ctrl

+

Y

Cut

Ctrl

+

X

Copy

Ctrl

+

C

Paste

Ctrl

+

V

Delete

Ctrl

+

Del

Edit Selected

Ctrl

+

E

Edit Selected in New Window

Ctrl

+

Shift

+

E

Edit menu



Select All

Ctrl

+

A

Find

Ctrl

+

F

Find Advanced

Ctrl

+

Alt

+

F

Find Next

F3

Find Previous

Shift

+

F3

Search and Replace

Ctrl

+

Shift

+

F

Comment/Uncomment lines of SQL

Ctrl

+

/

Auto-Complete SQL

Ctrl

+

Space

View menu

Output Window

Ctrl

+

F2

Set Marker n

Ctrl

+

Shift

+

N

SQL

MySQL Workbench Keyboard Shortcuts



View menu



Go to Marker n

Ctrl

+

N

Arrange menu

Bring to Front

Ctrl

+

Shift

+

F

Send to Back

Ctrl

+

Shift

+

B

Model menu



Add Diagram

Ctrl

+

T

Validate All

Ctrl

+

Alt

+

V

Validate All (MySQL)

Ctrl

+

Alt

+

B

Query menu

Execute statement

Ctrl

+

Enter

Execute statements

Ctrl

+

Shift

+

Enter

New Tab

Ctrl

+

T

Database menu

Query Database

Ctrl

+

U

Reverse Engineer

Ctrl

+

R

SQL

MySQL Workbench Keyboard Shortcuts

365
DataScience

Database menu



Forward Engineer

Ctrl

+

G

Synchronize Model

Ctrl

+

Y

Scripting menu

Scripting Shell

Ctrl

+

F3

Run Workbench Script File

Ctrl

+

Shift

+

R

Help menu

Help Index

F1

EER diagram mode

Selection tool

Esc

Hand tool

H

Delete tool

D

EER diagram mode



Layer tool

L

Note tool

N

Image tool

I

Table tool

T

View tool

V

Routine Group tool

G

Non-Identifying Relationship 1:1

1

Non-Identifying Relationship 1:n

2

Identifying Relationship 1:1

3

Identifying Relationship 1:n

4

Identifying Relationship n:m

5

SQL

MySQL Workbench Keyboard Shortcuts

365
DataScience

EER diagram mode



Relationship Using Existing Columns

6

File menu



New Model	Cmd	+	N		
Open Model	Cmd	+	O		
Open SQL Script	Ctrl	+	Shift	+	O
Close Tab	Cmd	+	W		
Save Model	Cmd	+	S		
Save Script	Cmd	+	S		
Save Model As	Cmd	+	Shift	+	S
Save Script As	Cmd	+	Shift	+	S
Forward Engineer SQL CREATE Script	Cmd	+	Shift	+	G
Forward Engineer SQL ALTER Script	Cmd	+	Alt	+	Y
Synchronize With SQL CREATE Script	Cmd	+	Shift	+	Y

File menu



Print

Cmd

+

P

Exit

Cmd

+

Q

Edit menu

Undo

Cmd

+

Z

Redo

Cmd

+

Y

Cut

Cmd

+

X

Copy

Cmd

+

C

Paste

Cmd

+

V

Delete

Cmd

+

Del

Edit Selected

Cmd

+

E

Edit Selected in New Window

Cmd

+

Shift

+

E

Edit menu



Select All

Cmd

+

A

Find

Cmd

+

F

Find Advanced

Cmd

+

Alt

+

F

Find Next

F3

Find Previous

Shift

+

F3

Search and Replace

Cmd

+

Shift

+

F

Comment/Uncomment lines of SQL

Cmd

+

/

Auto-Complete SQL

Cmd

+

Space

View menu keyboard shortcuts

Output Window

Cmd

+

+

P

Set Marker n

Cmd

+

Shift

+

N

SQL

MySQL Workbench Keyboard Shortcuts



View menu



Go to Marker n

Cmd

+

N

Arrange menu

Bring to Front

Cmd

+

Shift

+

F

Send to Back

Cmd

+

Shift

+

B

Model menu



Add Diagram



+

T

Validate All



+

Alt

+

V

Validate All (MySQL)



+

Alt

+

B

Model Options



+

Alt

+

,

Query menu

Execute statement



+

Enter

Execute statements



+

Shift

+

Enter

New Tab



+

T

Database menu

Query Database



+

U

Reverse Engineer



+

R

SQL

MySQL Workbench Keyboard Shortcuts



Database menu



Forward Engineer

Cmd

+

G

Synchronize Model

Cmd

+

Y

Scripting menu

Scripting Shell

Cmd

+

F3

Run Workbench Script File

Cmd

+

Shift

+

R

Help menu

Help Index

F1

EER diagram mode

Selection tool

Esc

Hand tool

H

Delete tool

D

EER diagram mode



Layer tool

L

Note tool

N

Image tool

I

Table tool

T

View tool

V

Routine Group tool

G

Non-Identifying Relationship 1:1

1

Non-Identifying Relationship 1:n

2

Identifying Relationship 1:1

3

Identifying Relationship 1:n

4

Identifying Relationship n:m

5

SQL

MySQL Workbench Keyboard Shortcuts



EER diagram mode



Relationship Using Existing Columns

6

Menu Activation



Move to the menu bar

Alt

Activate the menu for a tool component

Alt

+

-

Display the context menu

Shift

+

F10

Display the Query Designer

Ctrl

+

Shift

+

Q

Display the New File dialog box

Ctrl

+

N

Display the New Project dialog box

Ctrl

+

Shift

+

N

Display the Open File dialog box

Ctrl

+

O

Display the Open Project dialog box

Ctrl

+

Shift

+

O

Display the Add New Item dialog box

Ctrl

+

Shift

+

A

Display the Add Existing Item dialog
box

Shift

+

Alt

+

A

Close a menu or dialog box, canceling the action

Esc

Windows Management and Toolbar



Close the current MDI child window

Ctrl

+

F4

Close a menu or dialog box

Esc

Print

Ctrl

+

P

Exit

Alt

+

F4

Toggle full screen mode

Shift

+

Alt

+

Enter

Close the current tool window

Shift

+

Esc

Cycle through the next MDI child windows

Ctrl

+

F6

Display the IDE navigator

Ctrl

+

Tab

Cycle through the previous MDI child windows

Ctrl

+

Shift

+

Tab

Moves the insertion point to the drop-down bar

Ctrl

+

F2

Move to the current tool window toolbar

Shift

+

Alt

Windows Management and Toolbar



Display the IDE navigator

Alt + **F7**

Move to the next tool window

Alt + **F6**

Move to the previous tool window

Shift + **Alt** + **F7**

Move to the next pane of a split pane view

F6

Move to the previously selected window

Shift + **Alt** + **F6**

Move to the previous pane of a split pane view of a single document

Shift + **F6**

Display the dock menu

Alt + **-**

Display a popup listing all open windows

Ctrl + **Alt** + **▼**

Opens a new query editor window

Ctrl + **O**

Display Object Explorer

F8

Display Registered Servers

Ctrl + **Alt** + **G**

Windows Management and Toolbar



Display Template Explorer

Ctrl

+

Alt

+

T

Display Solution Explorer

Ctrl

+

Alt

+

L

Display the Summary Window

F7

Display the Properties Window

F4

Display the Output window

Ctrl

+

Alt

+

O

Display the Task List window

Ctrl

+

\

+

T

Toggle between Object Explorer Details list view and Object Explorer Details property pane

F6

Display the Toolbox

Ctrl

+

Alt

+

X

Display the Bookmarks Window

Ctrl

+

K

Display the Browser Window

Ctrl

+

Alt

+

R

Display a smart tag menu of common commands for Web server controls

Shift

+

Alt

+

F10

Windows Management and Toolbar



Display the Error List Window

Ctrl

+

E

Move to the next entry in the Error List window

Ctrl

+

Shift

+

F12

Display the previous page in the viewing history

Alt

+



Display the next page in the viewing history*

Alt

+



Cursor Movement

Move the cursor left



Move the cursor right



Move the cursor up



Move the cursor down



Move the cursor to the beginning of the line

Home

Move the cursor to the end of the line

End

* Available only in the Web browser window

Cursor Movement



Move the cursor to the beginning of the document

Ctrl

+

Home

Move the cursor to the end of the document

Ctrl

+

End

Move the cursor up one screen

PgUp

Move the cursor down one screen

PgDn

Moves the cursor one word to the right

Ctrl

+



Moves the cursor one word to the left

Ctrl

+



Returns the cursor to the last item

Shift

+

F8

Moves the cursor to the top of the document

Ctrl

+

PgUp

Moves to the previous tab in the document

Ctrl

+

PgUp

Moves the cursor to the bottom of the document

Ctrl

+

PgDn

Moves to the next tab in the document

Ctrl

+

PgDn

Text Selection



Select text from the cursor to the beginning of the document

Ctrl

+

Shift

+

Home

Select text from the cursor to the end of the document

Ctrl

+

Shift

+

End

Select text from the cursor to the start of the current line

Shift

+

Home

Moves the cursor to the start of the current line and extends the column selection

Shift

+

Alt

+

Home

Select text from the cursor to the end of the current line

Shift

+

End

Moves the cursor to the end of the line, extending the column selection

Shift

+

Alt

+

End

Select text down line by line starting from the cursor

Shift

+



Moves the cursor down one line, extending the column selection

Shift

+

Alt

+

End

Moves the cursor one character to the left and extends the selection

Ctrl

+

Shift

+

Del

Moves the cursor one character to the left and extends the selection

Shift

+



Moves the cursor one character to the right and extends the selection

Shift

+



Text Selection



Moves the cursor one character to the left and extends the column selection

Shift

+

Alt

+



Moves the cursor one character to the right and extends the column selection

Shift

+

Alt

+



Move the cursor up one line, extending the selection

Shift

+

Alt

+



Extend selection up one page

Shift

+

PgUp

Extend selection down one page

Shift

+

PgDn

Select the entire current document

Ctrl

+

A

Select the word containing the cursor, or the closest word

Ctrl

+

W

Select the current location in the editor, back to the previous location in the editor

Ctrl

+

=

Extend the selection to the top of the current window

Ctrl

+

Shift

+

PgUp

Move the cursor to the last line in view, extending the selection

Ctrl

+

Shift

+

PgDn

Extend the selection one word to the right

Ctrl

+

Shift

+



Text Selection



Extend the selection one word to the left	Ctrl	+	Shift	+	←		
Move the cursor to the right one word, extending the selection	Ctrl	+	Shift	+	Alt	+	→
Move the cursor to the left one word, extending the selection	Ctrl	+	Shift	+	Alt	+	←
Move the cursor to the next brace, extending the selection	Ctrl	+	Shift	+]		
Select the text from the current location of the cursor to the Navigate Backward	Ctrl	+	=				
Go back to the previous document or window in the navigation history	Ctrl	+	-				
Go forward to the next document or window in the navigation history	Ctrl	+	Shift	+	-		
Swaps the anchor and end points of the current selection	Ctrl	+	A				
Moves the cursor to the first line in view, extending the selection	Ctrl	+	Shift	+	PgUp		
Moves the cursor to the last line in view, extending the selection	Ctrl	+	Shift	+	PgDn		

Bookmark Keyboard



Set or remove a bookmark
at the current line

Ctrl

+

K

Next bookmark

Ctrl

+

N

If the current bookmark is in a folder,
move to the next bookmark in the folder

Ctrl

+

Shift

+

K

Previous bookmark

Ctrl

+

P

Clear bookmarks

Ctrl

+

L

Tree Control

Collapse tree nodes

-

*

Expand all tree nodes

*

*

Scroll the tree control up in the window

Ctrl

+

▲

Scroll the tree control down in
the window

Ctrl

+

▼

** On the numeric keypad*

SQL

Microsoft SQL Server 2017 Keyboard Shortcuts

365
DataScience

Code Editor



Toggle the full-screen display

Shift

+

Alt

+

Enter

Scroll text up one line

Ctrl

+



Scroll text down one line

Ctrl

+



Reverse the last editing action

Ctrl

+



Restore the previously undone edit

Ctrl

+

Shift

+

Z

Save the selected item

Ctrl

+



Save all

Ctrl

+

Shift

+

S

Close

Ctrl

+



Print

Ctrl

+



Exit

Alt

+



Open the current file in a browser

Ctrl

+

Shift

+

W

Code Editor



Delete all text in the current file

Ctrl

+

Shift

+

Del

Display the Go To Line dialog box

Ctrl

+

G

Display the Navigate To dialog box

Ctrl

+

+

Increase line indent

Tab

Decrease line indent

Shift

+

Tab

Make the selected text upper case

Ctrl

+

Shift

+

U

Make the selected text lower case

Ctrl

+

U

Make the selected text a comment

Ctrl

+

C

Uncomment the selected text

Ctrl

+

K

Open a new query with current connection

Ctrl

+

N

Open database in Object Explorer

Alt

+

F8

SQL

Microsoft SQL Server 2017 Keyboard Shortcuts

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DataScience

Code Editor



Specify values for template parameters	Ctrl	+	Shift	+	M		
Run the selected portion of the query editor or the entire query editor if nothing is selected					F5		
Parse the selected portion of the query editor or the entire query editor if nothing is selected	Ctrl	+	F5				
Display the estimated execution plan	Ctrl	+	Shift	+	Alt	+	L
Cancel the executing query			Alt	+	Break		
Include actual execution plan in the query output	Ctrl	+	Shift	+	Alt	+	M
Output results in a grid	Ctrl	+	Shift	+	D		
Output results in text format			Ctrl	+	T		
Output results to a file	Ctrl	+	Shift	+	T		
Show or hide the query results pane			Ctrl	+	R		
Show the query results pane	Ctrl	+	Shift	+	Alt	+	R

Code Editor



Toggle between query and results pane

F6

Copy the result grid and headers to the clipboard

Ctrl

+

Shift

+

C

Move to the next active window in Management Studio

Alt

+

F6

Open SQL Server Profiler

Ctrl

+

Alt

+

P

Display the Query Designer dialog from the query editor window

Ctrl

+

Shift

+

Q

Run the `sp_help` system stored procedure

Alt

+

F1

Run the `sp_who` system stored procedure

Ctrl

+

1

Run the `sp_lock` system stored procedure

Ctrl

+

2

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

3

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

4

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

5

Code Editor



Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

5

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

6

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

7

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

8

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

9

Run the stored procedure configured for this shortcut in the Tools, Options, Keyboard, Query Shortcuts dialog

Ctrl

+

0

Text Manipulation in Code Editor Keyboard Shortcuts

Insert a new line

Shift

+

Enter

Swap the characters on either side of the cursor (Does not apply to the SQL Editor.)

Ctrl

+

T

Delete one character to the right of the cursor

Del

Delete one character to the left of the cursor

BackSpace



SQL

Microsoft SQL Server 2017 Keyboard Shortcuts

365
DataScience

Code Editor



Insert the number of spaces configured for the editor

Tab

Insert a blank line above the cursor

Ctrl

+

Enter

Insert a blank line below the cursor

Ctrl

+

Shift

+

Enter

Change the selected text to lowercase

Ctrl

+

Shift

+

L

Change the selected text to uppercase

Ctrl

+

Shift

+

U

Toggle between insert mode and overtype mode

Ins

Move selected lines to the left on tab stop

Shift

+

Tab

Delete the word to the right of the cursor

Ctrl

+

Del

Delete the word to the left of the cursor

Ctrl

+

BackSpace
←

Transpose the words on either side of the cursor (Does not apply to the SQL Editor.)

Ctrl

+

Shift

+

T

Moves the line containing the cursor below the next line

Shift

+

Alt

+

T

Code Editor



Correctly indents the selected lines of code based on the surrounding lines of code

Ctrl

+

F

Set or remove a shortcut in the current line

Ctrl

+

H

Remove the comment syntax from the current line

Ctrl

+

U

Shows or hides spaces and tabs

Ctrl

+

R

Enables or disables word wrap in an editor

Alt

+

F

Collapses all outlining regions to show just the outermost groups in the hierarchy

Ctrl

+

M

Collapses the currently selected outlining region

Ctrl

+

S

Expands all outlining regions on the page

Ctrl

+

X

Expands the currently selected outlining region

Ctrl

+

E

Collapses existing outlining regions

Ctrl

+

O

Hides the selected text. A signal icon marks the location of the hidden text

Ctrl

+

H

Code Editor



Break at function

Ctrl

+

B

Display the Watch 1 window

Ctrl

+

Alt

+

W

+

1

Display the Watch 2 window

Ctrl

+

Alt

+

W

+

2

Display the Watch 3 window

Ctrl

+

Alt

+

W

+

3

Display the Watch 4 window

Ctrl

+

Alt

+

W

+

4

Display the Autos window

Ctrl

+

Alt

+

V

+

A

Display the Locals window

Ctrl

+

Alt

+

V

+

L

Display the Immediate window

Ctrl

+

Alt

+

I

Display the Call Stack window

Ctrl

+

Alt

+

C

Display the Threads window

Ctrl

+

Alt

+

H

Display the Parallel Stacks window.

Ctrl

+

Shift

+

D

+

S

Code Editor



Toggles all text sections previously marked as hidden between the hidden and display states.

Ctrl

+

L

Toggles the currently selected hidden text section between the hidden and display states

Ctrl

+

M

Removes all outlining information in the document

Ctrl

+

P

Removes the outlining information for the currently selected region

Ctrl

+

U

Transact-SQL Debugger

Start or continue debugging

Alt

+

F5

Stop debugging

Shift

+

F5

Step into

F11

Step over

F10

Step out

Shift

+

F11

Step into specific statement

Shift

+

Alt

+

F11

Transact-SQL Debugger



Set next statement

Ctrl

+

3

Show next statement

Alt

+

Num

Implement the Run To Cursor command

Ctrl

+

F10

Display the QuickWatch dialog box

Ctrl

+

Alt

+

Q

Toggle breakpoint

F9

Enable breakpoint

Ctrl

+

F9

Delete the breakpoint. Only available in the Breakpoints window

Alt

+

F9

,

D

Open the Edit breakpoint labels dialog. Only available in the Breakpoints window

Alt

+

F9

,

L

Delete all breakpoints

Ctrl

+

Shift

+

F9

Display the Breakpoints window

Ctrl

+

Alt

+

B

Break all

Ctrl

+

Alt

+

Break

Transact-SQL Debugger

Display the Parallel Tasks window **Ctrl** + **Shift** + **D** + **K**

Microsoft IntelliSense Shortcuts

List members **Ctrl** + **J**Complete word **Ctrl** + **Space**Display quick information **Ctrl** + **K**Display parameter information **Ctrl** + **Shift** + **Space**Copy parameter tip **Ctrl** + **Shift** + **Alt** + **C**Paste parameter tip **Ctrl** + **Shift** + **Alt** + **P**Jump between syntax pairs **Ctrl** + **]**Launch code snippet picker **Ctrl** + **X**Refresh local cache **Ctrl** + **Shift** + **R**

Microsoft IntelliSense



Launch Surround with Snippet Picker

Ctrl

+

K

Display the Code Snippet Manager

Ctrl

+

B

Changes the IntelliSense filter level from the Common tab to the All tab

Alt

+

+

Changes the IntelliSense filter level from the All tab to the Common tab

Alt

+

.

Document Window and Browser

Toggle full-screen mode

Shift

+

Alt

+

Enter

Move to the next pane of a split pane view of a document

F6

Move to the previous document in the editor or designer

Ctrl

+

Shift

+

F6

Move to the previous pane of a document in split pane view

Shift

+

F6

Back, display the previous page in the viewing history

Alt

+



Forward, display the next page in the viewing history

Alt

+



SQL

Microsoft SQL Server 2017 Keyboard Shortcuts

365
DataScience

Document Window and Browser



Closes a menu or dialog box, cancels an operation in progress, or places focus in the current window

Esc

Solution Explorer

Display Solution Explorer

Ctrl

+

Alt

+

L

Display the New File dialog box to create a new file

Ctrl

+

N

Display the New Project dialog box to create a new project

Ctrl

+

Shift

+

N

Display the Open File dialog box to open an existing file

Ctrl

+

O

Change the name of the selected object

F2

Help and Books Online

Display help for the current editor window

Shift

+

F1

Help

F1

Display SQL Server Books Online

Ctrl

+

F1

Help and Books Online



Open the Help Library Manager

Ctrl + Alt + F1

Display the SQL Server Resource Center
Web page

Ctrl + Alt + F2

Display help for the current editor
window

Shift + F1

Search

Display the Find dialog box

Ctrl + F

Displays the definition for the selected
symbol

F12

Display the Replace dialog box

Ctrl + H

Start incremental search

Ctrl + I

Find the next occurrence of the previous
search text

F3

Find the previous occurrence of the
search text

Shift + F3

Search



Display the Replace in Files dialog box

Ctrl

+

Shift

+

H

Reverse incremental search so it starts at the bottom of the file and searches to the top

Ctrl

+

Shift

+

I

Select or clear the Search up option in Find and Replace

Alt

+

F3

+

B

Stop the Find in Files search

Alt

+

F3

+

S

Select or clear the Find whole word option in Find and Replace

Alt

+

F3

+

W

Selects or clears the Wildcard option in Find and Replace

Alt

+

F3

+

P

Place the caret in the Find/Command box of the Standard toolbar

Ctrl

+

/

Cut and Paste

Cut

Ctrl

+

X

Cuts all of the selected lines, or the current line if nothing is selected

Ctrl

+

L

Copy to the Clipboard

Ctrl

C

SQL

Microsoft SQL Server 2017 Keyboard Shortcuts



Search



Paste from the Clipboard at the insertion point



Pastes an item from the Clipboard Ring at the insertion point



Activity Monitor

Launches Activity Monitor



Closes Activity Monitor



Refresh



Filter the monitor display



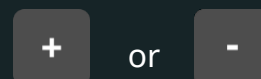
Cycle through panels



Expand or collapse selected pane



Expand or collapse all panes



Copies entire selected row in grid



Activity Monitor Keyboard Shortcuts



Copy cell

Ctrl

+

Shift

+

C

Drop-down for filtering in grid

Alt

+



Scroll up or down Activity Monitor

Ctrl

+

Alt

+



or



Replication Conflict Viewer

Define filter

F6

Apply filter

F7

Show all columns

F8

Query Designer

Cancels or stops the currently running query

Ctrl

+

T

Displays the diagram pane of the Query Designer

Ctrl

+

1

Displays the criteria pane of the Query Designer

Ctrl

+

2

Replication Conflict Viewer



Displays the SQL pane of the Query Designer

Ctrl

+

3

Displays the results pane of the Query Designer

Ctrl

+

4

Run the query specified in the Query Designer

Ctrl

+

R

When in the results pane, moves focus to the tool strip docked at the bottom of the designer

Ctrl

+

G

Enables JOIN mode in the Query Designer

Ctrl

+

Shift

+

J

Designer

Move the selected control down in increments of 8 on the design surface



Move the selected control left in increments of 8 on the design surface



Move the selected control right in increments of 8 on the design surface



Move the selected control up in increments of 8 on the design surface



Increases the height of the selected control in increments of 8

Shift

+

Designer



Reduces the width of the selected control in increments of 8

Shift

+



Increases the width of the selected control in increments of 8

Shift

+



Decreases the height of the selected control in increments of 8

Shift

+



Moves to the next control on the page

Tab

Moves to the previous control on the page

Shift

+

Tab

Display the grid on the design surface

Enter

Desktop Runtime



Display the runtime's About box

Alt

+

Shift

+

A

Open the runtime preferences
dialogue

Alt

+

Shift

+

P

Open an arbitrary URL

Alt

+

Shift

+

U

Quit

Ctrl

+

Q

Zoom in

Ctrl

+

+

Zoom out

Ctrl

+

-

Reset the zoom level

Ctrl

+

0

SQL Editors

Move to the beginning of the line

Alt

+

←

Move to the end of the line

Alt

+

→

Move left one word

Ctrl

+

Alt

+

←

SQL Editors



Move right one word

Ctrl

+

Alt

+



Comment selected code (Inline)

Ctrl

+



Uncomment selected code (Inline)

Ctrl

+

Comment/Uncomment
code (Block)

Ctrl

+

Shift

+



Select all

Ctrl

+

A

Copy selected text to the clipboard

Ctrl

+

C

Redo last edit un-done

Ctrl

+

R

Paste text from the clipboard

Ctrl

+

V

Undo last edit

Ctrl

+

Z

Indent selected text

Tab

Un-indent selected text

Shift

+

Tab

Query Tool



Execute query

F5

EXPLAIN query

F7

EXPLAIN ANALYZE query

Shift

+

F7

Execute query to CSV file

F8

Jump (to line:column)

Alt

+

G

Auto-complete

Alt

+

Space

Find

Ctrl

+

F

Find next

Ctrl

+

G

Find previous

Ctrl

+

Shift

+

G

Replace

Ctrl

+

Shift

+

F

Desktop Runtime



Display the runtime's About box

Option

+

Shift

+

A

Open the runtime preferences
dialogue

Option

+

Shift

+

U

Open an arbitrary URL

Option

+

Shift

+

U

Quit



+

Q

Zoom in



+

+

Zoom out



+

-

Reset the zoom level



+

0

SQL Editors

Move to the beginning of the line

Option

+



Move to the end of the line

Option

+



Move left one word



+

Option

+



SQL

PostgreSQL Keyboard Shortcuts



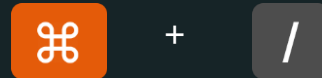
SQL Editors



Move right one word



Comment selected code (Inline)



Uncomment selected code (Inline)



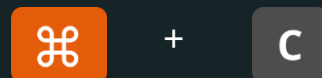
Comment/Uncomment code (Block)



Select all



Copy selected text to the clipboard



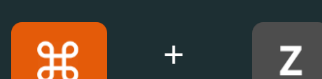
Redo last edit un-done



Paste text from the clipboard



Undo last edit



Indent selected text



Un-indent selected text



Query Tool Keyboard Shortcuts for Mac



Execute query

F5

EXPLAIN query

F7

EXPLAIN ANALYZE query

Shift

+

F7

Execute query to CSV file

F8

Jump (to line:column)

Alt

+

G

Auto-complete

Ctrl

+

Space

Find

+

F

Find next

+

G

Find previous

+

Shift

+

G

Replace

+

Shift

+

F



Display the code completion list

Ctrl

+

.

Execute current statement

F9

Execute all statements, in order,
one at a time

F5

Comment the selected line

Ctrl

+

-

Uncomment the selected line

Ctrl

+

Shift

+

-

Collapses all code regions

Ctrl

+

J

Expands all code regions

Ctrl

+

M

Stops script execution

Alt

+

Pause

Sets a numbered bookmark at the
selected line

Ctrl

+

Shift

+

0

- 9

Goes to the numbered bookmark

Ctrl

+

0

-

9

Converts the selected text to
lowercase

Ctrl

+

L



Display the code completion list

Ctrl

+

.

Selects an item and close the code completion list

Ctrl

+

Space

Expands a node in the code completion list

Ctrl

+

▶

Collapses a node in the code completion list

Ctrl

+

◀

Comment the selected line

Ctrl

+

-

Uncomment the selected line

Ctrl

+

Shift

+

-

Move the cursor to the beginning of the line

Home

Move the cursor to the end of the line

End

Move the cursor to the beginning/end of the file

Ctrl

+

Home

/

End

Step from cursor

Shift

+

F12

Step into

F7



Step out

Shift

+

F7

Step over

F8

Run to breakpoint

F11

Run to cursor

F12

Set breakpoint

Ctrl

+

B

Add watch at cursor

Ctrl

+

W

Delete the selected text (if text is selected)

BackSpace

Delete text to the beginning of the previous word

Ctrl

+

BackSpace

Delete the entire script

Ctrl

+

Shift

+

Del

Find text

Ctrl

+

F

Find the next occurrence of text

F3



Find the previous occurrence of text

Shift

+

F3

Go to line number

Ctrl

+

G

Perform an incremental search

Ctrl

+

I

Perform a reverse incremental search

Ctrl

+

Shift

+

I

Indent the selected line

Tab

Outdent the selected line

Shift

+

Tab

Start/Stop recording a macro

Ctrl

+

Shift

+

R

Play the recorded macro

Ctrl

+

Shift

+

P

Invoke objects search

F4

Describe the object next to the cursor

F4

+

Shift

Toggle between the Editor and Data Grid

F6



Copies the selected text to the clipboard

Ctrl

+

C

Cuts the selected text for pasting in the clipboard

Ctrl

+

X

Pastes text from the clipboard

Ctrl

+

V

Send SQL to Query Builder

Ctrl

+

D

Recall the previous SQL statement

Shift

+

F8

Automatically replace a misspelled word, inserts symbols, and expands text. <auto-replace token>

+

Space

Display the Code Snippets folder browser

Ctrl

+

Space

Insert the code snippet template

<code snippet shortcut name>

+

Ctrl

+

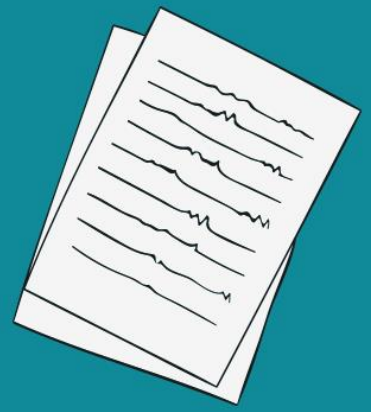
Shift

Set the column value for the current cell to Null in the data grid

Ctrl

+

Del



Tableau





Select all data

Ctrl + **A**

Use Rectangular Selection tool

A

Smaller cell size

Ctrl + **B**

Bigger cell size

Ctrl + **Shift** + **B**

Copy selected data

Ctrl + **C**

Place selected field on Columns shelf

Ctrl + **Shift** + **C**

Connect to data source

Ctrl + **D**

Use Lasso Selection Tool

D

Describe sheet

Ctrl + **E**

Makes the find command in the Data pane active

Ctrl + **F**

Place selected field on Filters shelf

Alt + **Shift** + **F**



Switch in and out of
Presentation Mode

Ctrl

+

H

Switch in and out of
Presentation Mode

F7

Place selected field on Size

Alt

+

Shift

+

I

Flip orientation of column labels at
bottom of view

Ctrl

+

L

Place selected field on Detail

Alt

+

Shift

+

L

New worksheet

Ctrl

+

N

New workbook

Ctrl

+

N

Open file

Ctrl

+

O

Place selected field on Color

Alt

+

Shift

+

O

Print

Ctrl

+

P

Place selected field on Pages shelf

Alt

+

Shift

+

P



Place selected field on Rows shelf

Alt

+

Shift

+

R

Save file

Ctrl

+

S

Use Radial Selection Tool

S

Place selected field on Shape

Alt

+

Shift

+

S

Place selected field on Text/Label

Alt

+

Shift

+

T

Paste clipboard

Ctrl

+

V

Swap rows and columns

Ctrl

+

W

Cut text selection (e.g., in captions,
titles, formulas, etc.)

Ctrl

+

X

Place selected field on Rows shelf

Alt

+

Shift

+

X

Redo

Ctrl

+

Y

Place selected field on
Columns shelf

Alt

+

Shift

+

Y



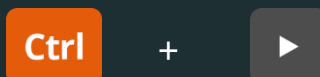
Clear the current worksheet



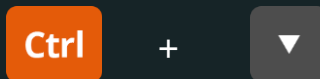
Make rows narrower



Make rows wider



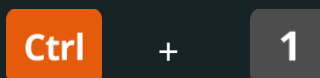
Make columns shorter



Make columns taller



Show Me!



Add the selected field to the sheet.
Only works with a single field



Opens the Help



Closes the current workbook



Starts and stops forward playback
on the pages shelf



Starts and stops backward playback
on the pages shelf





Refreshes the data source

F5

Skip forward one page

Ctrl

+

.

Skip backward one page

Ctrl

+

,

Cycle forward through open
worksheets

Ctrl

+

Tab

Cycle forward through open
worksheets

Ctrl

+

F6

Cycle backward through open
worksheets

Ctrl

+

Shift

+

Tab

Cycle backward through open
worksheets

Ctrl

+

Shift

+

F6

Run update

F9

Toggles Automatic
Updates on and off

F10

Reverts workbook to
last saved state

F12

Clears the selection (Desktop and
Reader only)

Esc



Selects the mark

Click

Selects a group of marks

Drag

Adds individual marks to the selection

Ctrl + Click

Adds a group of marks to the selection

Ctrl + Drag

Pans around the view

Shift + Drag

Zooms in to a point in the view (requires zoom mode if not map)

Double-click

Zooms out from a point on a map (requires zoom mode if not map)

Ctrl + **Shift** + **Alt** + Click

Zooms out

Shift + Double-click

Zooms in to an area in the view (requires zoom mode if not map)

Ctrl + **Shift** + Drag

Zooms in and out on a map

Scroll

Drags a row and scrolls through a long list simultaneously

Click + Drag to bottom of pane + Hold



Opens the Drop Field menu

Right-click + Drag to shelf

Copies a field in the view to be placed on another shelf or card

Ctrl + Drag

Adds a field to the view

Double-click



Select all data



+

A

Use Rectangular Selection tool

A

Smaller cell size



+

B

Bigger cell size



+

Shift

+

B

Copy selected data



+

C

Place selected field on
Columns shelf

Option

+

Shift

+

C

Connect to data source



+

D

Use Lasso Selection Tool

D

Describe sheet



+

E

Makes the find command in the
Data pane active

+

F

Place selected field
on Filters shelf

Option

+

Shift

+

F



Enter/Exit Full Screen

Ctrl

+



+

F

Switch in and out of
Presentation Mode

Option

+

Enter

Place selected field on Size

Option

+

Shift

+

I

Place selected field on Detail

Option

+

Shift

+

L

New worksheet



+

T

New workbook



+

N

Open file



+

O

Place selected field on Color

Option

+

Shift

+

O

Print



+

P

Place selected field on Pages shelf

Option

+

Shift

+

P



Save file



+

S

Use Radial Selection Tool

S

Place selected field on Shape

Option

+

Shift

+

S

Place selected field on Text/Label

Option

+

Shift

+

T

Paste clipboard



+

V

Swap rows and columns

Ctrl

+



+

W

Cut text selection (e.g., in captions,
titles, formulas, etc.)

+

X

Place selected field on Rows shelf

Option

+

Shift

+

X

Redo



+

Shift

+

Z

Place selected field on
Columns shelf

Option

+

Shift

+

Y

Undo



+

Z



Clear the current worksheet

Option

+

Shift

+

Del

Make rows narrower

Ctrl

+



+



Make rows wider

Ctrl

+



+



Make columns shorter

Ctrl

+



+



Make columns taller

Ctrl

+



+



Show Me!



+

1

Add the selected field to the sheet.
Only works with a single field

Return

Opens the Help

Ctrl

+



+



Closes the current workbook



+

W



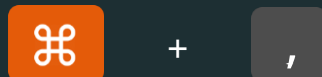
Refreshes the data source



Skip forward one page



Skip forward one page



Cycle forward through open worksheets



Cycle backward through open worksheets



Run update



Toggles Automatic Updates on and off



Reverts workbook to last saved state



Clears the selection (Desktop and Reader only)





Selects the mark

Click

Selects a group of marks

Drag

Adds individual marks to the selection



+

Click

Adds a group of marks to the selection



+

Drag

Pans around the view



+

Drag

Zooms in to a point in the view (requires zoom mode if not map)

Double-click

Zooms out from a point on a map (requires zoom mode if not map)



+



+



+

Click

Zooms out



+

Double-click

Zooms in to an area in the view (requires zoom mode if not map)



+



+

Drag

Zooms in and out on a map

Scroll

Drags a row and scrolls through a long list simultaneously

Click

+

Scroll

+



+

Hold



Opens the Drop Field menu

Option

+

Drag to shelf

Copies a field in the view to be placed on another shelf or card

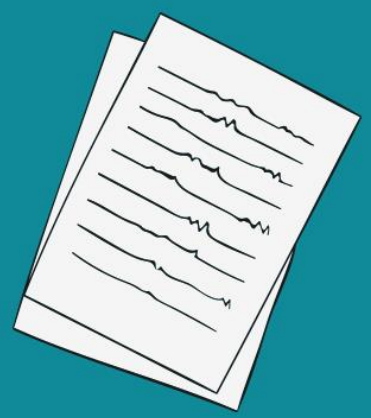


+

Drag

Adds a field to the view

Double-click



Excel





Copy a cell

Ctrl

+

C

Paste a copied cell

Ctrl

+

V

Cut a cell

Ctrl

+

X

Undo

Ctrl

+

Z

Paste Special

Alt

+

E

+

S

Extend current
cell selection by one

Shift

+

Arrow

Extend the selection
to the last nonblank cell

Ctrl

+

Shift

+

Arrow

Switch the window

Alt

+

Tab

Move through sheets (downwards)

Ctrl

+

PgDn

Move through sheets (upwards)

Ctrl

+

PgUp



Extend the selection by one cell

Shift

+

Arrow

Select a row

Shift

+

Space

Select a column

Ctrl

+

Space

Select the entire sheet

Ctrl

+

A

Select visible cells only

Alt

+

;

Select cells with comments

Ctrl

+

Shift

+

O

Extend the selection downwards
(one screen)

Shift

+

PgDn

Extend the selection upwards
(one screen)

Shift

+

PgUp

Extend the selection to the
beginning of the row

Shift

+

Home

Extend the selection to the last
nonblank cell

Ctrl

+

Shift

+

Arrow



Edit cell

F2

Obtain the same cell as above
(fill down)

Ctrl

+

D

Obtain the same cell as the one to
the left (fill right)

Ctrl

+

R

Repeat last operation

F4

Repeat last operation (Redo)

Ctrl

+

Y

Delete text in the formula bar
(until the end of the line)

Ctrl

+

Del

Type on a new line within
the same cell

Alt

+

Enter

Create/Edit a comment

Shift

+

F2



Bold

Ctrl

+

B

Find

Ctrl

+

F

Italic

Ctrl

+

I

Underline

Ctrl

+

U

Replace

Ctrl

+

H

Print

Ctrl

+

P

Save

Ctrl

+

S

Delete a cell, column, row

Ctrl

+

-

Insert a cell, column, row

Ctrl

+

Shift

+

+

Open a workbook

Ctrl

+

O

Minimize workbook

Ctrl

+

F9



Select a font size

Alt

+

H

+

F

S

Select a font

Alt

+

H

+

F

F

Align text

Alt

+

H

+

A

L

/

A

C

/

A

R

Merge & Center

Alt

+

H

+

M

+

C

Wrap text

Alt

+

H

+

W

Change number format

Alt

+

H

+

N

Insert a Pivot Table

Alt

+

N

+

V

Insert a filter

Alt

+

A

+

T

Freeze Panes

Alt

+

W

+

F

+

F

Open a workbook

Alt

+

R

+

F

S

* For combinations generated with "Alt", press buttons one after the other



Paste special

Alt

+

E

+

S

Paste Special Values

Alt

+

E

+

S

+

V

Paste Special Formats

Alt

+

E

+

S

+

T

Paste Special Formulas

Alt

+

E

+

S

+

F

Paste Special Formulas
and number formats

Alt

+

E

+

S

+

R

Multiply by a copied cell

Alt

+

E

+

S

+

M

Divide by a copied cell

Alt

+

E

+

S

+

I

Transpose

Alt

+

E

+

S

+

E

Paste Special Column width

Alt

+

E

+

S

+

W

* For combinations generated with "Alt", press buttons one after the other



"Go To" window

F5

Fix the row and column reference of a cell (in the formula bar)

F4

"Select Special"

F5

+

Alt

+

S

Insert a blank sheet

Shift

+

F11

Save as

F12

Select directly or indirectly connected cells

Ctrl

+

Shift

+

{

Ungroup rows/columns

Alt

+

Shift

+

◀

Group Rows/columns

Alt

+

Shift

+

▶

Format cells

Ctrl

+

1

Close Excel

Alt

+

F4



Copy a cell



+

C

Paste a copied cell



+

V

Cut a cell



+

X

Undo



+

Z

Paste Special



+

Option

+

V

Extend current
cell selection by one

Shift

+

Arrow

Extend the selection
to the last nonblank cell

+

Shift

+

Arrow

Switch the window



+

Tab

Move through sheets (downwards)

Option

+



Move through sheets (upwards)

Option

+





Extend the selection by one cell

Shift

+

Arrow

Select a row

Shift

+

Space

Extend the selection to
the last nonblank cell

+

Shift

+



/



Select a column



+

Space

Extend the selection upwards
(one screen)

Shift

+

PgUp

Select the entire sheet



+

A

Extend the selection downwards
(one screen)

Shift

+

PgDn

Select visible cells only



+

Shift

+

*

Extend the selection to the
beginning of the row

Shift

+

Home

Select cells with comments



+

Shift

+

O



Edit cell

F2

Obtain the same cell as above
(fill down)

+

D

Repeat last operation

F4

Obtain the same cell as the one to
the left (fill right)

+

R

Repeat last operation (Redo)



+

Shift

+

Y

Delete text in the formula bar
(until the end of the line)

Ctrl

+

Del

Start a new Line in the same cell

Ctrl

+

Option

+

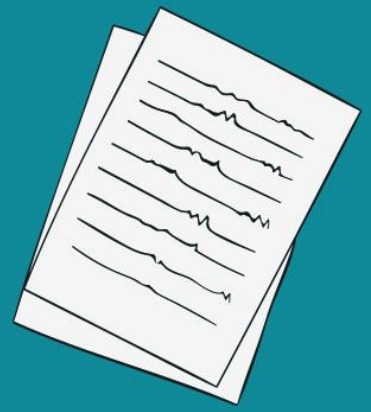
Enter

Create/Edit a comment

Shift

+

F2



SPSS





Start a new file

Ctrl + **N**

Open an existing file

Ctrl + **O**

Save the active dataset to a file

Ctrl + **S**

Print the active file

Ctrl + **P**

Stops the processor

Ctrl + **.**

Next variable (right)

Tab / **▶**

Previous variable (left)

Shift + **Tab** + **◀**

Next case (down)

Enter / **▼**

Previous case (up)

▲

First variable

Ctrl + **◀**

Last variable

Ctrl + **▶**



First case

Ctrl +

Last case

Ctrl +

First variable, first case

Ctrl + **Home**

Last variable, last case

Ctrl + **End**

Scroll down/up a page

PgUp / **PgDn**

Select current case (row)

Shift + **Space**

Select current variable (column)

Ctrl + **Space**

Select current cell and cell to left

Shift +

Select current cell and cell to right

Shift +

Select current cell and cell above

Shift +

Select current cell and cell below

Shift +



Copy selection

Ctrl + **C**

Cut selection

Ctrl + **X**

Paste selection

Ctrl + **V**

Delete selection

Del

Undo an action in a previously edited cell

Ctrl + **Z**

Redo an action in a previously edited cell

Ctrl + **Y**

Find data within a variable

Ctrl + **F**

Edit contents of current cell
(Enter Edit mode)

F2

Finish editing cell contents
(Exit Edit mode)

Enter

Next/previous character

← / **→**

Extend selection

Shift + **←** / **→**



Next cell (right); Exit Edit mode

Tab

Previous cell (left); Exit Edit mode

Shift

+

Tab

Move to start of value

Home

Move to end of value

End

Select to start of value

Shift

+

Home

Select to end of value

Shift

+

End

Restore cell contents

Esc

Switch between Data/Variable view

Ctrl

+

T

Activate Variable Type, Value Labels,
and Missing Values dialog boxes

Space

Activate drop-down lists for Align and
Measure columns

Alt

+

▼



Start a new file



Open an existing file



Save the active dataset to a file



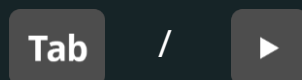
Print the active file



Stops the processor



Next variable (right)



Previous variable (left)



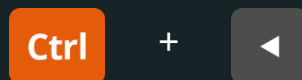
Next case (down)



Previous case (up)



First variable



Last variable





First case

Ctrl

+



Last case

Ctrl

+



First variable, first case

Ctrl

+

Home

Last variable, last case

Ctrl

+

End

Scroll down/up a page

PgDn

/

PgUp

Select current case (row)

Shift

+

Space

Select current variable (column)

Ctrl

+

Space

Select current cell and cell to left

Shift

+



Select current cell and cell to right

Shift

+



Select current cell and cell above

Shift

+



Select current cell and cell below

Shift

+





Copy selection



+

C

Cut selection



+

X

Paste selection



+

V

Delete selection

Del

Undo an action in a
previously edited cell

+

Z

Redo an action in a
previously edited cell

+

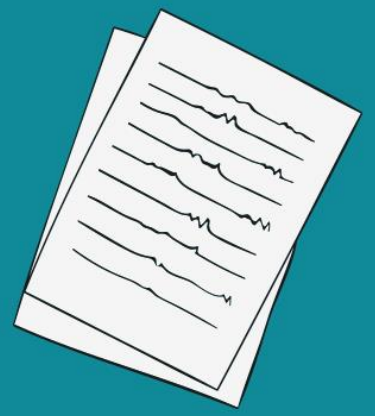
Y

Find data within a variable



+

F



SAS





Abbreviation Keyboard Shortcuts



Add a new abbreviation

Ctrl + **Shift** + **A**

Bring up word tip

Alt + **F1** + *No selection*

Hide the current word tip

Esc

Code Folding

Collapse all folding blocks

Alt + **Ctrl** + **-** *

Collapse current line

Alt + **-** *

Expand all folding blocks

Alt + **Ctrl** + **+** *

Expand current line

Alt + **+** *

Toggle expand current line

Alt + ***** *

*Please, use the number pad button.

Command and Macro Support Shortcuts



Add or change macros

Ctrl

+

Shift

+

M

Execute the last recorded macro

Ctrl

+

F1

Play a command and macro

Alt

+

F8

Start and Complete macro

Alt

+

Shift

+

R

Edit

Copy selection

Ctrl

+

C

Cut selection

Ctrl

+

X

Cut selection

Shift

+

Del

Delete current character

Del

Delete previous character

BackSpace



Delete previous character

Shift

+

BackSpace





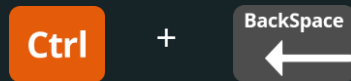
Edit



Delete to next word start



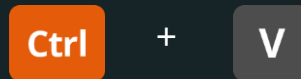
Delete to previous word start



Insert a carriage return



Paste from clipboard



Redo



Redo



Undo

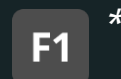


Undo



Help

Get Help for a SAS procedure



Context Help



**Place the insertion point within a procedure name and press F1*

Line Markers



Go to the next marked line

F2

Go to the previous marked line

Shift

+

F2

Toggle marker on the current line

Ctrl

+

F2

Navigation

Go to line (interactive)

Ctrl

+

G

Move cursor to the top of the file

Ctrl

+

PgUp

Move cursor to the top of the file

Ctrl

+

Home

Move cursor to the
bottom of the file

Ctrl

+

PgDn

Move cursor to the
bottom of the file

Ctrl

+

End

Move cursor down

▼

Move cursor down a page

PgDn

**Place the insertion point within a procedure name and press F1*

Navigation



Move cursor left



Move cursor right



Move cursor to beginning of line

Home

Move cursor to end of line

End

Move cursor to matching brace and parentheses

Ctrl

+

[

/

]

Move cursor to matching DO and END keyword

Alt

+

[

/

]

Move cursor to next case change

Alt

+



Move cursor to next word start

Ctrl

+



Move cursor to previous case change

Alt

+



Move cursor to previous word start

Ctrl

+



Move cursor up



Navigation



Move cursor up a page

PgUp

Move cursor to the first visible line

Alt

+



Move cursor to the last visible line

Alt

+



Scroll screen down

Ctrl

+



Scroll screen up

Ctrl

+



Option Setting

Toggle insert and overwrite mode

Ins

Selection

Extend selection character left

Shift

+



Extend selection character right

Shift

+



Extend selection down

Shift

+





Selection



Extend selection down a page

Shift + **PgDn**

Extend selection to beginning of document

Ctrl + **Shift** + **Home**

Extend selection to beginning of document

Ctrl + **Shift** + **PgUp**

Extend selection to beginning of line

Shift + **Home**

Extend selection to end of document

Ctrl + **Shift** + **End**

Extend selection to end of document

Ctrl + **Shift** + **PgDn**

Extend selection to end of line

Shift + **End**

Extend selection to next case change

Alt + **Shift** + **▶**

Extend selection to previous case change

Alt + **Shift** + **◀**

Extend selection up

Shift + **▲**

Extend selection up a page

Shift + **PgUp**



Selection



Extend selection to previous word start

Ctrl + Shift + ←

Extend selection to the next word start

Ctrl + Shift + →

Select all

Ctrl + A

Selection Operations

Clean up whitespace characters

Ctrl + Shift + W

Comment the selection with line comments

Ctrl + /

Convert the selected text to lowercase

Ctrl + Shift + L

Convert the selected text to uppercase

Ctrl + Shift + U

Tab selection

Tab + Selection

Undo the Comment

Ctrl + Shift + /

Left Tab selection

Shift + Tab + Selection