my**Online Training**hub

Power Query Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE CLEARLY ILLUSTRATED SHORTCUTS.

How To Read The List of Shortcuts

Where shortcut keys must be pressed together they will be shown like this

`Ctrl` + `P`

which means press CTRL and P together.

Where keys must be pressed one after the other they will be shown like this

`Alt` + `H` , `A` `C`

which means press Alt and H together, then release those keys and press A, then C.

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NOTE

All of these shortcuts work in both Excel and Power BI Desktop, except the shortcut to open the Power Query editor from Excel.

When the Power Query editor is open in both Excel and Power BI Desktop, pressing `Alt` highlights the keys required to access items on the Ribbon.

Items can be added to the Quick Access Toolbar in Excel and the Power Query editor by right clicking the item on the Ribbon and then clicking on **Add to Quick Access Toolbar**

General	
Open Power Query Editor (Excel Only)	`Alt` `A` `P` `N` `L`
Open Power Query Editor (after adding icon to 1st position on QAT in Excel)	`Alt` `1`
Close Power Query Editor	`Alt` `F4`
Increase Font Size	`Ctrl` + `Shift` + `+`
Decrease Font Size	`Ctrl` + `Shift` + `-`
Reset Font Size (don't use 0 on numeric keypad)	`Ctrl` + `0`

Navigation	
Move around table cells, move between columns, move between rows	`↑` `↓` `←` `→`
Jump to first column (stay in current row)	`Home`
Jump to last column (stay in current row)	`End`
Jump to first cell in first column	`Ctrl` + `Home`
Jump to last cell in last column	`Ctrl` + `End`
Jump to first cell in current column	`Alt` + `Home`
Jump to last cell in current column	`Alt` + `End`
Move up/down a page of data in the table	`Pg Up` `Pg Dn`
Go To Column	`Ctrl` + `G` then choose the column

Select Columns and Rows	
Select current column	**Ctrl** + **Space**
Select Adjacent Columns	**Ctrl** + **Space** to select a column. Hold **Shift** then use **←** or **→** to select other columns.
Select Non-Adjacent Columns	**Ctrl** + **Space** to select a column. Hold **Ctrl** then use **←** or **→** to move to other columns. Press **Space** to select those other columns
Select All Columns	**Ctrl** + **A**
Preview an Entire Row's Data	Navigate to leftmost column. Press **←** to preview the row's data. Use **↑** and **↓** to preview different rows.

Modify Columns	
Rename Column	Select the column then **F2**
Delete Column(s)	Select one or more columns then **Del**
Add Column By Example	**Ctrl** + **E**

Open Menus	
Open Sort and Filter Column Menu	Select a column. `Alt` + `↓` Use `↓` `↑` `Tab` to move around the menu. `Space` to select/deselect items. `Enter` to confirm selections.
Change Column Type Menu	Select a column. `Ctrl` + `↓`
Right Click Menus	`☰` This key is usually found on your keyboard underneath the rightmost `Shift` key. The menu displayed is context sensitive - what you see depends on what you have selected.
Table Options Menu	Navigate to top cell in first column using `Ctrl` + `Home` Then `←` `↑` `Enter` or `Space` to open the menu
Exit Menu or Step Back a Level in Multi-Level Menus	`Esc`

Further Resources

We provide several free resources you can use including a blog, a forum, webinars and free training.

We also have paid, online courses which will teach you everything from the basics of Excel, or make you a guru in things like Power BI, Power Query and Dashboards.

Free Resources	
Blog	https://www.myonlinetraininghub.com/blog
Free Webinars	https://www.myonlinetraininghub.com/excel-webinars
Excel Forum	https://www.myonlinetraininghub.com/excel-forum
Free Training	https://www.myonlinetraininghub.com/free-registration
Weekly Newsletter	https://www.myonlinetraininghub.com/sign-up-for-100-excel-tips-and-tricks
Free eBooks, PDF's, Excel Dashboard Workbooks, Power BI Desktop Dashboards Files	https://www.myonlinetraininghub.com/workbook-downloads

Courses	
Excel Dashboards	https://www.myonlinetraininghub.com/excel-dashboard-course
Power BI	https://www.myonlinetraininghub.com/power-bi-course
Power Query	https://www.myonlinetraininghub.com/excel-power-query-course
Power Pivot	https://www.myonlinetraininghub.com/power-pivot-course
Pivot Tables : Quick Start	https://www.myonlinetraininghub.com/excel-pivottable-course-quick-start
Excel Tables	https://www.myonlinetraininghub.com/excel-tables-course
Advanced Excel Formulas	https://www.myonlinetraininghub.com/advanced-excel-formulas-course
Excel Expert	https://www.myonlinetraininghub.com/excel-expert-upgrade
Pivot Tables In Depth	https://www.myonlinetraininghub.com/excel-pivottable-course
Financial Modelling	https://www.myonlinetraininghub.com/financial-modelling-course
Excel, Word, Outlook	https://www.myonlinetraininghub.com/microsoft-office-online-training-courses