

# SHIVAM

## COMPUTER EDUCATION

### Training & Placement

Training for All Kinds of Basic and Advanced Software

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## Power BI

### Keyboard Shortcut

**WORK FASTER AND MORE EFFICIENTLY WITH THESE POWER BI SHORTCUTS.**

Below is a list of Power BI keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.

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

**Ctrl** + **C**

which means press CTRL and C together.

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

**Alt** + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

## INDEX

<u>Across the product</u>	<u>Pane Navigation</u>
<u>On Visual</u>	<u>Slicer</u>
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<u>Enter Data</u>	

Across the product		<a href="#">Back To Index</a>
Move focus between sections	<b>Ctrl</b> + <b>F6</b>	
Move focus forward in section	<b>Tab</b>	
Move focus backward in section	<b>Shift</b> + <b>Tab</b>	
Show keyboard shortcuts	<b>Shift</b> + <b>?</b>	

Pane Navigation		<a href="#">Back To Index</a>
Multi-select	<b>Ctrl</b> + <b>Space</b> OR <b>Ctrl</b> + <b>Enter</b>	
Collapse a single table	<b>←</b>	
Expand a single table	<b>→</b>	
Collapse all tables	<b>Alt</b> + <b>Shift</b> + <b>1</b>	
Expand all tables	<b>Alt</b> + <b>Shift</b> + <b>9</b>	
Open a context menu	<b>Shift</b> + <b>F10</b> OR <b>Context menu</b>	

On Visual		<a href="#">Back To Index</a>
Move focus to visual menu	<b>Alt</b> + <b>Shift</b> + <b>F10</b>	
Show as a table	<b>Alt</b> + <b>Shift</b> + <b>F11</b>	
Enter a visual	<b>Ctrl</b> + <b>Right Click</b>	
Enter a layer	<b>Enter</b>	
Exit a later or visual	<b>Esc</b>	
Select or unselect data point	<b>Enter</b> OR <b>Space</b>	
Right click menu	<b>Shift</b> + <b>F10</b> OR <b>Context menu</b>	
Show or hide data point tooltip	<b>Ctrl</b> + <b>H</b>	
Clear selection	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>	
Multi-select	<b>Ctrl</b> + <b>Space</b> OR <b>Ctrl</b> + <b>Enter</b>	
Slicer		<a href="#">Back To Index</a>
Slicer control	<b>Ctrl</b> + <b>Right Click</b>	

## Additional shortcuts

These shortcuts will work in Q&A Explorer dialog, Getting Started dialog, File menu and About dialog, Warning bar, File Restore dialog and Frowns dialog.

## Selection Pane

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Activate selection pane

**F6**

Move an object up in the layering

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

Move an object down in the layering

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

Hide / show (toggle) an object

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

## Dax Editor

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Move line up / down

**Alt** + **↑** / **↓**

Copy line up / down

**Shift** + **Alt** + **↑** / **↓**

## Enter Data

**Ctrl** + **Enter** [Back To Index](#)

Exit editable grid

**Ctrl** + **Tab** + **Enter**

Jump to matching bracket

**Ctrl** + **Shift** + **\**

Indent line / Extend line into the margin

**Ctrl** + **]** OR **Ctrl** + **[**

Insert cursor

**Alt** + **Left Click**

Select current line

**Ctrl** + **I**

Select all occurrences of current selection

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

Select all occurrences of current word

**Ctrl** + **F2**



