

Increasing Efficiency With Keyboard Shortcuts

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Windows Shortcuts

- * Shift key-Select
- * Alt+Tab-Switch Active Program
- * Ctrl+C, Ctrl+X, Ctrl+V, Ctrl+Z, Ctrl+P, Ctrl+A, Ctrl+S-Copy, Cut, Paste, Undo, Print, Select All And Save
- * Windows Key functions
 - * Win+Tab-Switch Active Program
 - * Win+M-Minimize All ('Show Desktop')
 - * Win+E-Open Windows Explorer
 - * Win+L-Lock Computer
- * Ctrl+Esc
- * F4
- * F11
- * Ctrl-Home, Ctrl-End-Beginning Of Document, End Of Document

Management Studio 2008

- * Ctrl+R Hide Results Pane
- * Ctrl+T, Ctrl+Shift+F, Ctrl+D-Results To Text, File or Grid
- * Ctrl+N-New Query Window With Current Connection
- * Ctrl+K+Ctrl+C, Ctrl+K+Ctrl+U-Comment And Uncomment Lines
- * CTRL+M-Include Actual Execution Plan
- * Multiple ways to do the same thing!
 - * F5-Execute
 - * Ctrl+E-Execute
 - * Alt+X--Execute
- * Alt Key
- * ATL+Q – C – H: Change Connection.
- * Custom Shortcuts-Tools, Options, Environment, Keyboard

Management Studio 2012

- * Added built-in shortcuts
- * Improvement in custom Keyboard shortcuts
 - * Create Custom Shortcuts For Menu Items
 - * View Key Combinations For Built-In Shortcuts

Anyone Care to Share A Favorite
Shortcut?

Questions?

<http://technet.microsoft.com/en-us/library/ms174205.aspx>

- ▷ Menu Activation Keyboard Shortcuts
- ▷ Windows Management and Toolbar Keyboard Shortcuts
- ▷ Cursor Movement Keyboard Shortcuts
- ▷ Text Selection Keyboard Shortcuts
- ▷ Bookmark Keyboard Shortcuts
- ▷ Tree Control Keyboard Shortcuts
- ▀ Code Editor Keyboard Shortcuts

All shortcuts are not implemented in all types of code editors.

Action	SQL Server 2012	SQL Server 2008 R2
Toggle the full-screen display	SHIFT+ALT+ENTER	SHIFT+ALT+ENTER
Scroll text up one line	CTRL+UP ARROW	CTRL+UP ARROW
Scroll text down one line	CTRL+DOWN ARROW	CTRL+DOWN ARROW
Reverse the last editing action	CTRL+Z or ALT+BACKSPACE	CTRL+Z
Restore the previously undone edit	CTRL+SHIFT+Z	CTRL+SHIFT+Z

Thank you for attending!!