

Power BI Accessibility and Keyboard Shortcuts

Accessibility Information

The budget information is presented in an accessible Power BI format, an interactive tool by Microsoft.

Those using assistive technology may benefit from the Power BI Shortcut Keys available within the software by pressing Shift + ?

For an accessible version per the Accessibility for Ontarians with Disabilities Act, please call 519-837-5610, or TTY 519-826-9771 or finance@guelph.ca

Frequently used shortcuts

To do this action	Shortcuts
Move focus between sections	Ctrl + F6
Move focus forward in a section or visual	Tab
Move focus backward in a section or visual	Shift + Tab
Navigate into a visual (table/textbox)	Ctrl + Enter
Navigate within a visual	Arrow keys
Select or clear selection of a visual (checkbox)	Enter or spacebar
Expand a collapsed list	Ctrl + right arrow
Collapse an expanded list	Ctrl + left arrow
Exit a layer or visual	Esc

Across the product

Command	Shortcuts
Move focus between sections	Ctrl + F6
Move focus backwards between sections	Shift + Ctrl + F6
Show keyboard shortcuts in PowerBI	Shift + ?

On visual

Command	Shortcuts
Move focus to visual menu	Alt + Shift + F10

Command	Shortcuts
Show as a table	Alt + Shift + F11
Enter a visual or layer	Enter
Exit a layer or visual	Esc
Select or unselect data point	Space
Multi-select data points	Ctrl + Space
Show data point details	Ctrl + H
Clear data selection	Ctrl + Shift + C
Open Link within Visual	Ctrl + Alt + O
Apply all slicers	Ctrl + Shift + Down arrow

Slicer accessibility

Command	Shortcuts
Slicer control	Enter

Drill through to data steps

1. Select the data line in a table.
2. Esc to leave the table.
3. Tab to focus on Drill Through button.
4. Enter.