

Google Spreadsheet - Formatting

Bold	<i>ctrl+B</i>
Underline	<i>ctrl+U</i>
Italic	<i>ctrl+I</i>
Strikethrough	<i>alt+shift+5</i>
Apply outer border	<i>alt+shift+7</i>
Remove borders	<i>alt+shift+-</i>
Apply top border	<i>alt+shift+T</i>
Apply bottom border	<i>alt+shift+B</i>
Apply left border	<i>alt+shift+L</i>
Apply right border	<i>alt+shift+R</i>
Format as currency	<i>alt+shift+4</i>
Format as percentage	<i>alt+shift+5</i>
Format as exponent	<i>alt+shift+6</i>
Format as date	<i>alt+shift+3</i>
Format as time	<i>alt+shift+2</i>
Format as decimal	<i>alt+shift+1</i>

Google Spreadsheet - Navigation

Move to start of row	<i>Home</i>
Move to beginning of sheet	<i>ctrl+Home</i>
Move to end of row	<i>End</i>
Move to end of sheet	<i>ctrl+End</i>
Move to next sheet	<i>ctrl+shift+PageDown</i>
Move to previous sheet	<i>ctrl+shift+PageUp</i>
Scroll to active cell	<i>ctrl+backspace</i>
Find & Replace	<i>ctrl+F</i>

Google Spreadsheet - Actions

Edit a cell	<i>F2</i>
Undo	<i>ctrl+Z</i>
Redo	<i>ctrl+Y</i>
Insert time	<i>ctrl+shift+:</i>
Insert date	<i>ctrl+;</i>
Fill range	<i>ctrl+Enter</i>
Fill down	<i>ctrl+D</i>
Fill right	<i>ctrl+R</i>
Insert/Edit comment	<i>shift+F2</i>
Insert array formula	<i>ctrl+shift+Enter</i>
Add new sheet	<i>shift+F11</i>

Google Spreadsheet - Selecting

Select column	<i>ctrl+Space</i>
Select row	<i>shift+Space</i>
Select all cells	<i>ctrl+shift+Space</i>
Select active range	<i>ctrl+shift+8</i>

Google Spreadsheet - Misc

Save	<i>ctrl+S</i>
Open	<i>ctrl+O</i>
Make a copy	<i>ctrl+shift+S</i>
Print	<i>ctrl+P</i>
Show all formulas	<i>ctrl+~</i>
Switch to Compact mode	<i>ctrl+shift+F</i>
Chat	<i>shift+Esc</i>
Open documentation (new window)	<i>shift+F1</i>
Show shortcuts	<i>ctrl+/</i>
Activate ARIA/JAWS reader	<i>alt+shift+~</i>

Google Document - Navigation

Move focus to menu bar	<i>alt+shift+F</i>
Chat	<i>shift+esc</i>
Move to header	<i>ctrl+alt+O</i> then <i>ctrl+alt+H</i>
Move to footer	<i>ctrl+alt+O</i> then <i>ctrl+alt+F</i>
Move to next heading	<i>ctrl+alt+N</i> then <i>ctrl+alt+H</i>
Move to previous heading	<i>ctrl+alt+P</i> then <i>ctrl+alt+H</i>
Move to next heading [1-6]	<i>ctrl+alt+N</i> then <i>ctrl+alt+[1-6]</i>
Move to previous heading [1-6]	<i>ctrl+alt+P</i> then <i>ctrl+alt+[1-6]</i>
Move to current footnote	<i>ctrl+alt+F</i> then <i>ctrl+alt+E</i>
Move to next misspelling	<i>ctrl+;</i>

Google Document - Formatting

Bold	<i>ctrl+B</i>
Italicize	<i>ctrl+I</i>
Underline	<i>ctrl+U</i>
Superscript	<i>ctrl+.</i>
Subscript	<i>ctrl+,</i>
Copy formatting	<i>ctrl+alt+C</i>
Paste formatting	<i>ctrl+alt+V</i>
Clear formatting	<i>ctrl+\</i>

Google Document - Action

Insert comment	<i>ctrl+alt+M</i>
Select all	<i>ctrl+A</i>
Copy	<i>ctrl+C</i>
Print	<i>ctrl+P</i>
Save	<i>ctrl+S</i>
Paste	<i>ctrl+V</i>
Cut	<i>ctrl+X</i>
Undo	<i>ctrl+Z</i>
Redo	<i>ctrl+Y</i>
Browser's right-click options	<i>shift+right-click</i>
Compact controls	<i>ctrl+shift+F</i>
Increase paragraph indent.	<i>tab</i>
Decrease paragraph indent.	<i>shift+tab</i>
Insert footnote	<i>ctrl+alt+F</i>
Insert link	<i>ctrl+K</i>
Find	<i>ctrl+F</i>
Word count	<i>ctrl+shift+C</i>
Get definitions	<i>ctrl+shift+Y</i>

Google Document - Paragraph formatting

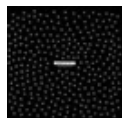
Normal paragraph style	<i>ctrl+alt+0</i>
Header style 1	<i>ctrl+alt+1</i>
Header style 2	<i>ctrl+alt+2</i>
Header style 3	<i>ctrl+alt+3</i>
Header style 4	<i>ctrl+alt+4</i>
Header style 5	<i>ctrl+alt+5</i>
Header style 6	<i>ctrl+alt+6</i>
Left alignment	<i>ctrl+alt+L</i>
Center alignment	<i>ctrl+alt+E</i>
Right alignment	<i>ctrl+alt+R</i>
Full justify	<i>ctrl+alt+J</i>

Google Document - Paragraph formatting (cont)

Numbered list	<i>ctrl+alt+7</i>
Bulleted list	<i>ctrl+alt+8</i>

Google Presentations - shortcuts

Insert new slide	<i>ctrl+M</i>
Move focus to menu bar	<i>alt+shift+F</i>
Copy	<i>ctrl+C</i>
Cut	<i>ctrl+X</i>
Paste	<i>ctrl+V</i>
Bold	<i>ctrl+B</i>
Italic	<i>ctrl+I</i>
Underline	<i>ctrl+U</i>
Save	<i>ctrl+S</i>
Move down one screen	<i>PageDown</i>
Move up one screen	<i>PageUp</i>



By **Frederic Villemin** (fredv)
cheatography.com/fredv/
www.tasteofindie.com

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