

| Frequently used shortcuts | | |
|---------------------------|--------------|---------------------------------------|
| PC Shortcut | Mac Shortcut | Description |
| Ctrl + X | Command + X | Cut |
| Ctrl + C | Command + C | Copy |
| Ctrl + V | Command + V | Paste |
| Ctrl + S | Command + S | Saves all unsaved information |
| F2 | Fn + F2 | Enters edit mode on the selected cell |
| Ctrl + Z | Command + Z | Undo the previous action |
| Ctrl + Y | Command + Y | Redo the previous action |
| Ctrl + D | Command + D | Fill down selected cells |
| Ctrl + K | Command + K | Open the Hyperlink dialog |

| Work with dates | |
|--|--|
| Shortcut (PC & Mac) | Description |
| t | Inserts today's date |
| +n (plus sign and a number) | Enters a date n days from today's date |
| -n (minus sign and a number) | Enters a date n days before today's date |
| sun mon tue wed thurs fri sat | The date corresponding to the day of the week in the current week |
| yes | Yesterday's date |
| tom | Tomorrow's date |
| last week | The current date -7 days |
| next week | The current date +7 days |
| mmm dd, where mmm is a series of letters representing a month and dd is a series of numbers representing a day | The date of the entered string. For example, typing Dec 17 in the year 2025 returns 12/17/25 |
| The following shortcuts are applicable to cells of the Date column type | |

| Work with hierarchy | | |
|---|----------------------------|---|
| PC Shortcut | Mac Shortcut | Description |
| Ctrl +] | Command +] | Indent the row |
| Ctrl + [| Command + [| Outdent the row |
| Open, find information, and move around | | |
| PC Shortcut | Mac Shortcut | Description |
| Ctrl + / | Command + / | Open a sheet |
| Ctrl + F | Command + F | Find information |
| Ctrl + Shift + F | Command + Shift + F | Open the Advanced Search dialog |
| Ctrl + G | Command + G | Display the Go To Row dialog |
| Home | Fn + Left Arrow | Go to the first cell of the current row |
| End | Fn + Right Arrow | Go to the last cell of the current row |
| Ctrl + Home | Fn + Control + Left Arrow | Go to the top left cell of a sheet |
| Ctrl + End | Fn + Control + Right Arrow | Go to the bottom right cell of a sheet |
| PgUp arrow | Page Up arrow | Moves your selection up one row at a time |
| PgDn arrow | Page Down arrow | Moves your selection down one row at a time |
| Alt + F | Option + F | Open the File menu |
| Formatting | | |
| PC Shortcut | Mac Shortcut | Description |
| Alt + Enter | Command + Enter | Inserts a carriage return or line break in Text/Number cells |
| Ctrl + I | Command + I | Italic |
| Ctrl + U | Command + U | Underline |
| Ctrl + B | Command + B | Bold |
| Alt + 0149 | Option + 8 | Inserts a bullet point in the cell. Note: In a laptop, enable Num Lock, or copy the bullet from elsewhere |

