Smartsheet Cheat Sheet Cheat Sheet

by SudE (SudE) via cheatography.com/209424/cs/47659/

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

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