

Common actions

| | |
|---|------------------------------|
| Select column | Ctrl+Space |
| Select row | Shift+Space |
| Select all | Ctrl+a Ctrl+Shift+t+Space |
| Undo | Ctrl+z |
| Redo | Ctrl+y Ctrl+Shift+z F4 |
| Find | Ctrl+f |
| Find and replace | Ctrl+h |
| Fill range | Ctrl+Enter |
| Fill down | Ctrl+d |
| Fill right | Ctrl+r |
| Save (every change is saved automatically in Drive) | Ctrl+s |
| Open | Ctrl+o |
| Print | Ctrl+p |
| Copy | Ctrl+c |
| Cut | Ctrl+x |
| Paste | Ctrl+v |
| Paste values only | Ctrl+Shift+v |
| Show common keyboard shortcuts | Ctrl+/ |
| Insert new sheet | Shift+F11 |
| Compact controls | Ctrl+Shift+f |
| Input tools on/off (available in spreadsheets in non-Latin languages) | Ctrl+Shift+k |
| Select input tools | Ctrl+Alt+Shift+k |
| Search the menus | Alt+/ |

Use formulas

| | |
|------------------------------------|------------------|
| Show all formulas | Ctrl+~ |
| Insert array formula | Ctrl+Shift+Enter |
| Collapse an expanded array formula | Ctrl+e |

Use formulas (cont)

| | |
|--|---------------------|
| Show/hide formula help (when entering a formula) | Shift+F1 |
| Full/compact formula help (when entering a formula) | F1 |
| Absolute/relative references (when entering a formula) | F4 |
| Toggle formula result previews (when entering a formula) | F9 |
| Resize formula bar (move up or down) | Ctrl+Up / Ctrl+Down |

Format cells

| | |
|----------------------|-----------------------------|
| Bold | Ctrl+b |
| Underline | Ctrl+u |
| Italic | Ctrl+i |
| Strikethrough | Alt+Shift+5 |
| Center align | Ctrl+Shift+e |
| Left align | Ctrl+Shift+l |
| Right align | Ctrl+Shift+r |
| Apply top border | Alt+Shift+1 |
| Apply right border | Alt+Shift+2 |
| Apply bottom border | Alt+Shift+3 |
| Apply left border | Alt+Shift+4 |
| Remove borders | Alt+Shift+6 |
| Apply outer border | Alt+Shift+7 Ctrl+Shift+7 |
| Insert link | Ctrl+k |
| Insert time | Ctrl+Shift+; |
| Insert date | Ctrl+; |
| Insert date and time | Ctrl+Alt+Shift+; |
| Format as decimal | Ctrl+Shift+1 |
| Format as time | Ctrl+Shift+2 |

Format cells (cont)

| | |
|----------------------|--------------|
| Format as date | Ctrl+Shift+3 |
| Format as currency | Ctrl+Shift+4 |
| Format as percentage | Ctrl+Shift+5 |
| Format as exponent | Ctrl+Shift+6 |
| Clear formatting | Ctrl+\ |

Open a menu

| | |
|-------------|--|
| File menu | in Google Chrome: Alt+f other browsers: Alt+Shift+f |
| Edit menu | in Google Chrome: Alt+e other browsers: Alt+Shift+e |
| View menu | in Google Chrome: Alt+v other browsers: Alt+Shift+v |
| Insert menu | in Google Chrome: Alt+i other browsers: Alt+Shift+i |
| Format menu | in Google Chrome: Alt+o other browsers: Alt+Shift+o |
| Data menu | in Google Chrome: Alt+d other browsers: Alt+Shift+d |
| Tools menu | in Google Chrome: Alt+t other browsers: Alt+Shift+t |



Open a menu (cont)

Open insert menu Ctrl+Alt+Shift+=
Ctrl+Alt+=
(with cells selected)

Open delete menu Ctrl+Alt+
(with cells selected)

Form menu (present when the spreadsheet is connected to a form) in Google Chrome: Alt+m
other browsers: Alt+Shift+m

Add-ons menu in Google Chrome: Alt+n
other browsers: Alt+Shift+n

Help menu in Google Chrome: Alt+h
other browsers: Alt+Shift+h

Accessibility menu (present when screen reader support is enabled) in Google Chrome: Alt+a
other browsers: Alt+Shift+a

Sheet menu (copy, delete, and other sheet actions) Alt+Shift+s

Context menu Ctrl+Shift+\

Navigate spreadsheet

Navigate spreadsheet (cont)

Open hyperlink Alt+Enter

Open Explore Alt+Shift+x

Go to side panel Ctrl+Alt+.
Ctrl+Alt+,

Move focus out of spreadsheet Ctrl+Alt+Shift+m

Move to quicksum (when a range of cells is selected) Alt+Shift+q

Move focus to popup (for links, bookmarks, and images) Ctrl+Alt+e,p

Open drop-down menu on filtered cell Ctrl+Alt+r

Open revision history Ctrl+Alt+Shift+h

Open chat inside the spreadsheet Shift+Esc

Close drawing editor Shift+Esc

Move to first cell in row with data Ctrl+Left Arrow

Move to top left of sheet Ctrl+Search+Left Arrow

Move to last cell in row with data Ctrl+Right Arrow

Move to bottom right of sheet Ctrl+Search+Right Arrow

Edit notes and comments

Insert/edit note Shift+F2

Insert/edit comment Ctrl+Alt+m

Open comment discussion thread Ctrl+Alt+Shift+a

Enter current comment Ctrl+Alt+e,c

Move to next comment Ctrl+Alt+n,c

Move to previous comment Ctrl+Alt+p,c

Help for screen readers

Turn on screen reader support Ctrl+Alt+z
Learn more about using Google Sheets with a screen reader

Read column Ctrl+Alt+Shift+c

Read row Ctrl+Alt+Shift+r

| | |
|----------------------------|-----------------|
| Move to beginning of row | Home |
| Move to beginning of sheet | Ctrl+Home |
| Move to end of row | End |
| Move to end of sheet | Ctrl+End |
| Scroll to active cell | Ctrl+Back-space |
| Move to next sheet | Alt+Down Arrow |
| Move to previous sheet | Alt+Up Arrow |
| Display list of sheets | Alt+Shift+k |



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