

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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