

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)
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Open delete menu	Ctrl+Alt+ (with cells selected)
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Form menu (present when the spreadsheet is connected to a form)	in Google Chrome: Alt+m other browsers: Alt+Shift+m
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Add-ons menu	in Google Chrome: Alt+n other browsers: Alt+Shift+n
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Help menu	in Google Chrome: Alt+h other browsers: Alt+Shift+h
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Accessibility menu (present when screen reader support is enabled)	in Google Chrome: Alt+a other browsers: Alt+Shift+a
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Sheet menu (copy, delete, and other sheet actions)	Alt+Shift+s
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Context menu	Ctrl+Shift+\
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Navigate spreadsheet

Navigate spreadsheet (cont)

Open hyperlink	Alt+Enter
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Open Explore	Alt+Shift+x
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Go to side panel	Ctrl+Alt+. Ctrl+Alt+,
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Move focus out of spreadsheet	Ctrl+Alt+Shift+m
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Move to quicksum (when a range of cells is selected)	Alt+Shift+q
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Move focus to popup (for links, bookmarks, and images)	Ctrl+Alt+e,p
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Open drop-down menu on filtered cell	Ctrl+Alt+r
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Open revision history	Ctrl+Alt+Shift+h
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Open chat inside the spreadsheet	Shift+Esc
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Close drawing editor	Shift+Esc
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Move to first cell in row with data	Ctrl+Left Arrow
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Move to top left of sheet	Ctrl+Search+Left Arrow
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Move to last cell in row with data	Ctrl+Right Arrow
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Move to bottom right of sheet	Ctrl+Search+Right Arrow
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Edit notes and comments

Insert/edit note	Shift+F2
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Insert/edit comment	Ctrl+Alt+m
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Open comment discussion thread	Ctrl+Alt+Shift+a
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Enter current comment	Ctrl+Alt+e,c
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Move to next comment	Ctrl+Alt+n,c
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Move to previous comment	Ctrl+Alt+p,c
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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
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Read row	Ctrl+Alt+Shift+r
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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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