

Google Sheets (Mac) cheat sheet

Common actions

Ctrl + Space	Select column
Shift + Space	Select row
Cmd + A or Cmd + Shift + Space	Select all
Cmd + Z	Undo
Cmd + Y or Cmd + Shift + Z or Fn + F4	Redo
Cmd + F	Find
Cmd + Shift + H	Find and replace
Cmd + Enter	Fill range
Cmd + D	Fill down
Cmd + R	Fill right
Cmd + S	Save (every change is saved automatically in Drive)
Cmd + O	Open
Cmd + P	Print
Cmd + C	Copy
Cmd + X	Cut
Cmd + V	Paste
Cmd + Shift + V	Paste values only
Cmd + /	Show common keyboard shortcuts
Ctrl + Shift + F	Compact controls
Cmd + Shift + K	Input tools on/off (available in spreadsheets in non-Latin languages)
Cmd + Option + Shift + K	Select input tools

Format cells

Cmd + B	Bold
Cmd + U	Underline
Cmd + I	Italic
Option + Shift + 5	Strikethrough
Cmd + Shift + E	Center align
Cmd + Shift + L	Left align
Cmd + Shift + R	Right align
Option + Shift + 1	Apply top border
Option + Shift + 2	Apply right border

Option + Shift + 3	Apply bottom border
Option + Shift + 4	Apply left border
Option + Shift + 6	Remove borders
Option + Shift + 7 or Cmd + Shift + 7	Apply outer border
Cmd + K	Insert link
Cmd + Shift + ;	Insert time
Cmd + ;	Insert date
Cmd + Option + Shift + ;	Insert date and time
Ctrl + Shift + 1	Format as decimal
Ctrl + Shift + 2	Format as time
Ctrl + Shift + 3	Format as date
Ctrl + Shift + 4	Format as currency
Ctrl + Shift + 5	Format as percentage
Ctrl + Shift + 6	Format as exponent
Cmd + \	Clear formatting

Navigate spreadsheet

Fn + Left arrow	Move to beginning of row
Cmd + Fn + Left arrow	Move to beginning of sheet
Fn + Right arrow	Move to end of row
Cmd + Fn + Right arrow	Move to end of sheet
Cmd + Backspace	Scroll to active cell
Cmd + Shift + Fn + Down arrow	Move to next sheet
Ctrl + Shift + Fn + Up arrow	Move to previous sheet
Option + Shift + K	Display list of sheets
Option + Enter	Open hyperlink
Option + Shift + X	Open Explore
Ctrl + Cmd + Shift + M	Move focus out of spreadsheet
Option + Shift + Q	Move to quicksum (when a range of cells is selected)
Ctrl + Cmd then E then P	Move focus to popup (for links, bookmarks, and images)
Ctrl + Cmd + R	Open drop-down menu on filtered cell
Cmd + Option +	Open revision history

Shift + H	
Shift + Esc	Open chat inside the spreadsheet
Cmd + Esc or Shift + Esc	Close drawing editor

Edit notes and comments

Shift + F2	Insert/edit note
Cmd + Option + M	Insert/edit comment
Cmd + Option + Shift + A	Open comment discussion thread
Ctrl + Cmd then E then C	Enter current comment
Ctrl + Cmd then N then C	Move to next comment
Ctrl + Cmd then P then C	Move to previous comment

Open a menu

Ctrl + Option + F	File menu
Ctrl + Option + E	Edit menu
Ctrl + Option + V	View menu
Ctrl + Option + I	Insert menu
Ctrl + Option + O	Format menu
Ctrl + Option + D	Data menu
Ctrl + Option + T	Tools menu
Cmd + Option + =	(with cells selected) Open insert menu
Cmd + Option + -	(with cells selected) Open delete menu
Ctrl + Option + M	Form menu
Ctrl + Option + N	Add-ons menu
Alt + H	(in Google Chrome) Help menu
Alt + Shift + H	(in other browsers) Help menu
Ctrl + Option + A	Accessibility menu
Ctrl + Option + A	(present when screen reader support is enabled) Accessibility menu
Option + Shift + S	Sheet menu (copy, delete, and other sheet actions)
Cmd + Shift + \	Context menu

Insert, delete, hide, or unhide rows or columns

Cmd + Option + = or Ctrl + Option + I then R	(with rows selected) Insert rows above
Ctrl + Option + I then B	Insert rows below
Cmd + Option + = or Ctrl + Option + I then C	(with columns selected) Insert columns to the left
Ctrl + Option + I then O	Insert columns to the right
Cmd + Option + - or Ctrl + Option + E then D or Cmd + Option + - or Ctrl + Option + E then D	(with rows selected) Delete rows
Ctrl + Option + -	(with columns selected) Delete columns
Ctrl + Option + E then E	(with columns selected) Delete columns
Cmd + Option + 9	Hide row
Cmd + Option + 0	Hide column

Use formulas

Ctrl + ~	Show all formulas
Cmd + Shift + Enter	Insert array formula
Cmd + E	Collapse an expanded array formula
Shift + Fn + F1	(when entering a formula) Show/hide formula help
Fn + F1	(when entering a formula) Full / compact formula help
Fn + F4	(when entering a formula) Absolute/relative references
Fn + F9	(when entering a formula) Toggle formula result previews
Ctrl + Option + Up arrow / Down arrow	Resize formula bar

Help for screen readers

Cmd + Option + Z Turn on screen reader support

Cmd + Option + R Read column
Shift + C

Cmd + Option + R Read row
Shift + R

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More information: defkey.com/google-sheets-mac-shortcuts

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