

# Google Sheets cheat sheet

## Common actions

Ctrl + Space	Select column
Ctrl + H	Find and replace
Ctrl + Enter	Fill range
Ctrl + D	Fill down
Ctrl + Shift + V	Paste values only

## Format cells

Ctrl + U	Underline
Alt + Shift + 5	Strikethrough
Ctrl + Shift + ;	Insert time
Ctrl + ;	Insert date
Ctrl + Alt + Shift + ;	Insert date and time

## Navigate spreadsheet

Ctrl + Backspace	Scroll to active cell
Alt + Shift + X	Open Explore
Alt + Shift + Q	Move to quicksum (when a range of cells is selected)
Ctrl + Alt + R	Open drop-down menu on filtered cell
Ctrl + Alt + Shift + H	Open revision history

## Open a menu

Ctrl + Alt + -	(with cells selected) Open delete menu
Alt + Shift + N	(in other browsers) Add-ons menu

## Insert, delete, hide, or unhide rows or columns

Ctrl + Alt + =	(with rows selected) Insert rows above
Alt + I then R	(in Google Chrome) Insert rows above
Alt + Shift + I then R	(in other browsers) Insert rows above

## Help for screen readers

Source: Google Sheets support page

Last modification: 3/7/2020 8:19:08 AM

More information: [defkey.com/google-sheets-shortcuts?filter=basic](https://defkey.com/google-sheets-shortcuts?filter=basic)

[Customize this PDF...](#)