



# Google Sheets cheat sheet

## Common actions

Ctrl + Space	Select column
Shift + Space	Select row
Ctrl + A or Ctrl + Shift + Space	Select all
Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z or F4	Redo
Ctrl + F	Find
Ctrl + H	Find and replace
Ctrl + Enter	Fill range
Ctrl + D	Fill down
Ctrl + R	Fill right
Ctrl + S	Save (every change is saved automatically in Drive)
Ctrl + O	Open
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste values only
Ctrl + /	Show common keyboard shortcuts
Shift + F11	Insert new sheet
Ctrl + Shift + F	Compact controls
Ctrl + Shift + K	Input tools on/off (available in spreadsheets in non-Latin languages)
Ctrl + Alt + Shift + K	Select input tools

## Format cells

Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + I	Italic
Alt + Shift + 5	Strikethrough
Ctrl + Shift + E	Center align
Ctrl + Shift + L	Left align
Ctrl + Shift + R	Right align
Alt + Shift + 1	Apply top border

Alt + Shift + 2	Apply right border
Alt + Shift + 3	Apply bottom border
Alt + Shift + 4	Apply left border
Alt + Shift + 6	Remove borders
Alt + Shift + 7 or Ctrl + Shift + 7	Apply outer border
Ctrl + K	Insert link
Ctrl + Shift + ;	Insert time
Ctrl + ;	Insert date
Ctrl + Alt + 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
Ctrl + \	Clear formatting

## Navigate spreadsheet

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

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

## Edit notes and comments

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

## Open a menu

Alt + F	(in Google Chrome) File menu
Alt + Shift + F	(in other browsers) File menu
Alt + E	(in Google Chrome) Edit menu
Alt + Shift + E	(in other browsers) Edit menu
Alt + V	(in Google Chrome) View menu
Alt + Shift + V	View menu (in other browsers)
Alt + I	(in Google Chrome) Insert menu
Alt + Shift + I	(in other browsers) Insert menu
Alt + O	Format menu (in Google Chrome)
Alt + Shift + O	(in other browsers) Format menu
Alt + D	Data menu (in Google Chrome)
Alt + Shift + D	(in other browsers)
Alt + T	Tools menu (in Google Chrome)
Alt + Shift + T	(in other browsers)
Ctrl + Alt + Shift + = or Ctrl + Alt + =	(with cells selected) Open insert menu
Ctrl + Alt + -	(with cells selected) Open delete menu
Alt + M	(in Google Chrome) Form menu
Alt + Shift + M	(other browsers. Present when the spreadsheet is connected to a form) Form menu
Alt + N	(in Google Chrome) Add-ons

	menu
Alt + Shift + N	(in other browsers) Add-ons menu
Alt + H	(in Google Chrome) Help menu
Alt + Shift + H	(in other browsers) Help menu
Alt + A	(in Google Chrome) Accessibility menu
Alt + Shift + A	(in other browsers. Present when screen reader support is enabled) Accessibility menu
Alt + Shift + S	Sheet menu (copy, delete, and other sheet actions)
Ctrl + Shift + \	Context menu

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

Ctrl + Alt + Shift + = or 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
Alt + I then W	(in Google Chrome) Insert rows below
Alt + Shift + I then W	(in other browsers) Insert rows below
Ctrl + Alt + Shift + = or Ctrl + Alt + =	(with columns selected) Insert columns to the left
Alt + I then C	(in Google Chrome, with columns selected) Insert columns to the left
Alt + Shift + I then C	(in other browsers, with columns selected) Insert columns to the left
Alt + I then O	(in Google Chrome) Insert columns to the right
Alt + Shift + I then O	(in other browsers) Insert columns to the right
Ctrl + Alt + -	(with rows selected) Delete rows
Alt + E then D	(in Google Chrome, with rows selected) Delete rows
Alt + Shift + E then D	(in other browsers, with rows selected) Delete rows

Ctrl + Alt + -	(with columns selected) Delete columns
Alt + E then E or Alt + Shift + E then E	(in Google Chrome, with columns selected) Delete columns
Ctrl + Alt + 9	Hide row
Ctrl + Alt + 0	Hide column
Ctrl + Shift + 9	Unhide row
Ctrl + Shift + 0	Unhide column

## Use formulas

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

## Help for screen readers

Ctrl + Alt + Z	Turn on screen reader support
Ctrl + Alt + Shift + C	Read column
Ctrl + Alt + Shift + R	Read row

Source: Google Sheets support page

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

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

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