WPS Office cheat sheet

General

Alt + Enter	Starts a new line in the same cell
Alt + F11	Displays the Microsoft Visual Basic Editor
Alt + F8	Displays the Macros dialog box to run, edit or delete macros.
Alt + Space	Displays the Control menu for the program window
Arrow keys	Move one cell up, down, left, or right in a worksheet.
Backspace	Clears the content of the active cell to reedit cell content
Ctrl + '	Enters the current time.
Ctrl + ;	Enters the current date.
Ctrl + 1	Displays the Format Cells dialog box
Ctrl + Arrow keys	Selects the entire worksheet
Ctrl + Arrow keys	Moves to the edge of the current data region in a worksheet
Ctrl + B	Applies or removes bold formatting
Ctrl + C	Copies the selected cells
Ctrl + D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below
Ctrl + End	Moves to the last cell on a worksheet, in the lowest used row of the rightmost used column
Ctrl + Enter	Fills the selected cell range with the current entry
Ctrl + F	Displays the Find dialog box
Ctrl + F1	Displays the Task Pane on the right side of the program window
Ctrl + G	Displays the Go To dialog box
Ctrl + H	Displays the Replace dialog box
Ctrl + Home	Moves to the beginning of a worksheet
Ctrl + I	Applies or removes italic formatting
Ctrl + K	Displays the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks
Ctrl + Left click	Selects multiple ranges of cells
Ctrl + N	Creates a new, blank workbook
Ctrl + O	Displays the Open dialog box to open or find a file
Ctrl + P	Displays the Print dialog box
Ctrl + Page Down	Switches between worksheet tabs, from right-to-left
Ctrl + Page Up	Switches between worksheet tabs, from left-to-right
Ctrl + R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
Ctrl + S	Saves the active file with its current file name, location and file format
Ctrl + Shift + ' or Ctrl + Shift + ;	Enters the current time
Ctrl + Shift + =	Displays the Insert dialog box
Ctrl + Shift + Arrow keys	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell
Ctrl + Shift + Home	Extends the selection of cells to the beginning of the worksheet.
Ctrl + Shift + Tab	Goes to previous worksheet tab
Ctrl + Tab	Goes to next worksheet tab
Ctrl + U	Applies or removes underlining
Ctrl + V	Inserts the contents of the Clipboard at the insertion point and replaces any selection
Ctrl + W	Closes the selected workbook window
Ctrl + X	Cuts the selected cells
Ctrl + Y	Repeats the last command or action, if possible
Ctrl + Z	Uses the Undo command to reverse the last command or to delete the last entry you typed
Enter	Moves one cell down in a selected cell range

F1	Help
F11	Insert chart
F12	Displays the Save As dialog box to save the file with a different name, type or location
F2	Edits the active cell and positions the insertion point at the end of the cell contents
F4	Repeats the last action of adding or deleting the whole row/column
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range
F9	Calculates all worksheets in all open workbooks
Home	Moves to the cell in the upper-left corner of the window
Left click	Selects one range of cells
Page Down	Selects the cells in the next screen in the same column(s)
Page Up	Selects the cells in the previous screen in the same column(s).
Shift + Arrow keys	Extends the selection of cells by one cell, or row/column
Shift + Enter	Moves one cell up in a selected cell range
Shift + F10	Displays context menu for a selected item
Shift + Home	Extends the selection of cells to the first row of this window in this column
Shift + Insert	Inserts the contents of the Clipboard at the insertion point and replaces any selection
Shift + Left click	Selects the area from the active cell to the clicked cell
Shift + Page Down	Selects the cell range from the current cells to the next screen of the same column(s)
Shift + Page Up	Selects the cell range from the current cells to the previous screen of the same column(s)
Shift + Tab	Moves to the previous cell in a worksheet, or moves one cell to the left in a selected range

Tab	Moves one cell to the right in a worksheet

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More information: *defkey.com/ps/wps-office-shortcuts*

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