

WPS Spreadsheets cheat sheet

General

Alt + Enter	Start a new line in the same cell	Ctrl + N	Create a new, blank workbook
Alt + F11	Display the Microsoft Visual Basic Editor	Ctrl + O	Display the Open dialog box to open or find a file
Alt + F8	Display the Macros dialog box to run, edit or delete macros	Ctrl + P	Display the Print dialog box
Alt + Space	Display the Control menu for the program window	Ctrl + Page Down	Switch between worksheet tabs, from right-to-left
Arrow keys	Move one cell up, down, left, or right in a worksheet	Ctrl + Page Up	Switch between worksheet tabs, from left-to-right
Backspace	Clear the content of the active cell to re-edit cell content	Ctrl + R	Use 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 + '	Enter the current time	Ctrl + S	Save the active file with its current file name, location, and file format
Ctrl + ;	Enter the current date	Ctrl + Shift + ' or Ctrl + Shift + ;	Enter the current time
Ctrl + 1	Display the Format Cells dialog box	Ctrl + Shift + =	Displays the Insert dialog box
Ctrl + Arrow keys	Select the entire worksheet	Ctrl + Shift + Arrow keys	Extend 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, extend the selection to the next nonblank cell
Ctrl + Arrow keys	Move to the edge of the current data region in a worksheet	Ctrl + Shift + Home	Extend the selection of cells to the beginning of the worksheet
Ctrl + B	Apply or remove bold formatting	Ctrl + Shift + Tab	Go to previous worksheet tab
Ctrl + C	Copy selected cells	Ctrl + Tab	Go to next worksheet tab
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 + U	Apply or remove underlining
Ctrl + End	Move to the last cell on a worksheet, in the lowest used row of the rightmost used column	Ctrl + V	Insert the contents of the Clipboard at the insertion point and replace any selection
Ctrl + Enter	Fill the selected cell range with the current entry	Ctrl + W	Close the selected workbook window
Ctrl + F	Display the Find dialog box	Ctrl + X	Cut the selected cells
Ctrl + F1	Display the Task Pane on the right side of the program window	Ctrl + Y	Repeat the last command or action, if possible
Ctrl + G	Display the Go To dialog box	Ctrl + Z	Reverse the last command or to delete the last entry you typed
Ctrl + H	Display the Replace dialog box	Enter	Move one cell down in a selected cell range
Ctrl + Home	Move to the beginning of a worksheet	F1	Help
Ctrl + I	Apply or remove italic formatting	F2	Edit the active cell and positions the insertion point at the end of the cell contents
Ctrl + K	Display the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks		
Ctrl + Left click	Select multiple ranges of cells		

F4	Repeat the last action of adding or deleting the whole row/column
F7	Display the Spelling dialog box to check spelling in the active worksheet or selected range
F9	Calculate all worksheets in all open workbooks
F11	Insert chart
F12	Display the Save As dialog box to save the file with a different name, type or location
Home	Move to the cell in the upper-left corner of the window
Page Down	Select the cells in the next screen in the same column(s)
Page Up	Select the cells in the previous screen in the same column(s)
Shift + Arrow keys	Extend the selection of cells by one cell, or row/column in that direction
Shift + Enter	Move one cell up in a selected cell range
Shift + F10	Display context menu for a selected item
Shift + Home	Extend the selection of cells to the first row of this window in this column
Shift + Insert	Insert the contents of the Clipboard at the insertion point and replace any selection
Shift + Move the mouse	Select the area from the active cell to the clicked cell
Shift + Page Down	Select the cell range from the current cells to the next screen of the same column(s)
Shift + Page Up	Select the cell range from the current cells to the previous screen of the same column(s)
Shift + Tab	Move to the previous cell in a worksheet, or moves one cell to the left in a selected range
Tab	Move one cell to the right in a worksheet

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More information: defkey.com/ro/wps-spreadsheets-shortcuts

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