Smartsheet (Mac) cheat sheet

Cut, copy, paste and other frequently used shortcuts

Cmd + Shift + F	Enter full screen
Cmd + Shift + F	Exit full screen
Cmd + X	Cut
Cmd + C	Copy

You can copy data within a sheet in Smartsheet or between sheets. You can copy rows, cells, formulas, hyperlinks, and hierarchy.

NOTE: Copying a row does not copy its associated attachments or comments.

Cmd + V	Paste

TIP: If you've copied a multi-line cell in Excel or other program, double-click on the cell in Smartsheet before pasting it in to prevent the lines from spilling over into the cells below.

Cmd + S	Saves all unsaved information
Fn + F2	Enters edit mode on selected cell
Cmd + Z	Undo the previous action since the last saved version
Cmd + Y	Redo the previous action since the last saved version
Cmd + D	Fill down

Select the cells that you want to fill. The cell containing the value that that you want to fill must be at the top of the selection.

TIPS:

This shortcut is useful when a column contains a formula that you want to use in every cell in that column.

Another way to use this feature by selecting and dragging the cell from its lower-right corner.

Cmd + K	Open the Hyperlink dialog for selected cell
Enter	Open the Edit Widget dialog for the selected dashboard widget (when dashboard is in Edit mode)

Open a sheet, find information, move around in a sheet

Cmd + /	Open a Sheet
Cmd + F	Find information within a sheet
Cmd + Shift + F	Open the Search dialog for advanced search options
Cmd + G	Display the Go To Row dialog to navigate to a specific row in the sheet
Home	Go to the first cell of the current row
End	Move to the last cell of the current row
Cmd + Home	Takes you to the top left cell of a sheet
Cmd + End	Takes you to the bottom right cell of a sheet
Page Up	Moves you up in a sheet
Page Down	Moves you down in a sheet
Option + F	Open the File menu

Work with hierarchy

Cmd +]	Indent the row (you will see the indent level in the Primary Column only)
Cmd + [	Outdent the row (you will see the indent level in the Primary Column only)

Formatting

Cmd + Enter	Inserts a carriage return or line break in Text/Number cells

NOTE: In order to see the carriage returns in the sheet, apply wrap formatting to the cell by clicking the Wrap Text button on the toolbar at the top of the Smartsheet window.

Cmd + I	Italic
Cmd + U	Underline
Cmd + B	Bold
Option + 8	Inserts a bullet point in the cell

Insert or select rows and columns

Cmd + I	Inserts a row above the selected row

NOTE: To insert multiple rows at once, press Shift

and select multiple row headers, then select Insert.

Cmd + Space	Selects the entire column of your active or selected cells
Cmd + Shift + Up arrow	Highlight all rows/cells above the row/cell you selected
Cmd + Shift + Down arrow	Highlight all rows/cells below the row/cell you selected
Shift + Space	Selects the entire row of your active or selected cells
Space	Display or remove a checkbox, star, or flag in the selected cell
Cmd + E	Open the Edit Row dialog

Work with dates

The following shortcuts work in cells of the Date column type.

Note that these abbreviations currently work only for English terms.

T	Inserts today's date
+ then Number	Enters a date n days from today's date

For example, if today's date is 12/11/17, pressing +3 will enter 12/14/17.

- then Number	Enters a date n days before today's date

For example, if today's date is 12/11/17, pressing -3 will enter 12/8/17.

Type sun, mon, tue, wed, thurs, fri or sat: The date corresponding to the day of the week in the current week

For example, if today's date is 12/11/17, typing "sun" will return 12/10/17.

Type yes: Yesterday's date

Type tom: Tomorrow's date

Type last week: The current date -7 days

Type next week: The current date +7 days

mmm dd, where mmm is a series of letters representing a month and dd is a series of numbers representing a day: The date of the entered string. For example, typing Dec 17 in the year 2019 will return 12/17/19.

Formulas

Cmd + L	With the insertion point positioned on the column name in the formula, creates an absolute reference (cell reference lock)

Inserts $ before the column name (horizontal cell reference lock)

=COUNT($[Order Number]4:[Order Number]6)

Cmd + L then L	Inserts $ after column name (vertical cell reference lock)

=COUNT([Order Number]$4:[Order Number]6)

Cmd + L then L then L	Inserts $ around column name (full cell reference lock)

=COUNT($[Order Number]$4:[Order Number]6)

Navigate in template preview

Cmd + F6	Move focus forward to the next accessible region
Cmd + Shift + F6	Move focus backward to the previous accessible region

Source: Smartsheet help page

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More information: *defkey.com/smartsheet-mac-shortcuts*

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