



Airtable cheat sheet

General

Ctrl + /	Show this list in Airtable
Ctrl + Z	Undo action
Ctrl + Y or Ctrl + Shift + Z	Redo action
Ctrl + P	Print the current table view or current expanded record (if inside an expanded record)
Ctrl + J	Opens the table switcher in the current base
Ctrl + K	Opens the quick base switcher if on the home screen or inside a base
Ctrl + Shift + K	Opens the view switcher in the current base
Ctrl + Shift + F	Opens the filter menu in the current view. Press Enter to create a new filter
Ctrl + Shift + D	Opens the grouped records menu in the current view. Press Enter to collapse or expand all groups
Ctrl + Shift + S	Opens the sort menu in the current view. Press Enter to re-apply the most recent sort
Ctrl + Shift + \	Toggles blocks
Ctrl + F or Ctrl + G	Opens find bar. Use Esc to close find bar
Ctrl + ;	Sets the selected date/datetime field to now

Grid view

Ctrl + C	Copy a cell or range of cells
Ctrl + X	Cut a cell or range of cells
Ctrl + V	Paste a cell (if you select a range of cells, you can paste the same value into multiple cells at once)
Space	Expand the active record (use Esc to return to table)
Shift + Space	Expand the active cell (you can then use arrow keys to move to different cells)
Page Up / Down	Scrolls one screen up or down

or Fn + updown

Alt + Page Up / Down or Alt + Fn + updown	Scrolls one screen left or right
Ctrl + Arrow keys	Jump to the edge of the table
Ctrl + Shift + Arrow keys	Jump to edge of table and select cells
Shift + Arrow keys	Select range of cells. You can also click while holding Shift to select cells
Shift + Enter	Insert a record below the selected cell
Enter or F2	Edit the selected cell
Alt + Move the mouse	Duplicate a record or field

Gallery view

Ctrl + Up arrow / Down arrow	Scroll to edge of gallery
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Kanban view

Left arrow / Right arrow	Scroll kanban board to the left or right by one stack
Ctrl + Left arrow / Right arrow	Scroll kanban board to the left or right edge
Ctrl + Up arrow / Down arrow	Scroll all stacks to top or bottom

Expanded record

Ctrl + Shift + < or Ctrl + Shift + >	Move to the previous or next record while viewing an expanded record
Esc	Close expanded record

Source: Airtable

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More information: defkey.com/ur/airtable-shortcuts

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