WPS Office cheat sheet

General

Alt + Enter	Starts a new line in the same cell
Alt + Space	Displays the Control menu for the program window
Ctrl + ;	Enters the current date.
Ctrl + 1	Displays the Format Cells dialog box
Ctrl + Arrow keys	Moves to the edge of the current data region in a worksheet
Ctrl + C	Copies the selected cells
Ctrl + G	Displays the Go To dialog box
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 Up	Switches between worksheet tabs, from left-to-right
Ctrl + S	Saves the active file with its current file name, location and file format
Ctrl + Shift + Tab	Goes to previous worksheet tab
Ctrl + V	Inserts the contents of the Clipboard at the insertion point and replaces any selection
Ctrl + Z	Uses the Undo command to reverse the last command or to delete the last entry you typed
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
Left click	Selects one range of cells
Tab	Moves one cell to the right in a worksheet

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More information: *defkey.com/wps-office-shortcuts?filter=basic*

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