



OnlyOffice Spreadsheet Editor cheat sheet

Working with Spreadsheet

Alt + F	Open 'File' panel
Ctrl + F	Open 'Find' dialog window
Ctrl + H	Open 'Find and Replace' menu (panel) with replacement field
Ctrl + Shift + H	Open 'Comments' panel
Alt + H	Open comment field
Alt + Q	Open 'Chat' panel (Online Editors)
Ctrl + S	Save spreadsheet
Ctrl + P	Print spreadsheet
Ctrl + Shift + S	Download as...
F11	Full screen (Online Editors)
F1	Help menu
Ctrl + O	Open existing file
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + W, or Ctrl + F4	Close file
Shift + F10	Element contextual menu
Esc	Close menu or modal window, reset modes, etc.
Ctrl + 0	Reset the 'Zoom' parameter
Ctrl + Left click + Move the mouse	(hold on a sheet tab) Duplicate a worksheet

Navigation

Arrow keys	Move one cell up, down, left, or right
Enter	Move active cell down
Shift + Enter	Move active cell up
Tab	Move active cell to the right
Shift + Tab	Move active cell to the left
Ctrl + Arrow keys	Jump to the edge of the visible data region or the next cell with data
Home	Jump to the beginning of the row
Ctrl + Home	Jump to the beginning of the spreadsheet
End or Ctrl + Right arrow	Jump to the end of the row

Ctrl + End

Jump to the end of the spreadsheet

Alt + Page Up	Move to the previous sheet
Alt + Page Down	Move to the next sheet
Up arrow or Shift + Enter	Move up one row
Down arrow or Enter	Move down one row
Left arrow or Shift + Tab	Move left one column
Right arrow or Tab	Move right one column
Page Down	Move down one screen
Page Up	Move up one screen
Wheel up and wheel down	Move vertical scrollbar Up/Down
Shift + Wheel up and wheel down	Move horizontal scrollbar Left/Right
Ctrl + +	Zoom In
Ctrl + -	Zoom Out
Tab or Shift + Tab	Navigate between controls in modal dialogues

Data Selection

Ctrl + A or Ctrl + Shift + Space	Select the entire worksheet
Ctrl + Space	Select column
Shift + Space	Select row
Shift + Right arrow	Select one cell to the right
Shift + Left arrow	Select one cell to the left
Shift + Up arrow	Select one cell up
Shift + Down arrow	Select one cell down
Shift + Home	Select from cursor to beginning of row
Shift + End	Select from cursor to end of row
Ctrl + Shift + Right arrow	Select to the next nonblank cell to the right
Ctrl + Shift + Left arrow	Select to the next nonblank cell to the left
Ctrl + Shift + Up arrow	Select to the next nonblank cell up
Ctrl + Shift + Down arrow	Select to the next nonblank cell down

Ctrl + Shift + Home	Extend the selection to beginning of worksheet
Ctrl + Shift + End	Extend the selection to the last used cell
Shift + End or Ctrl + Shift + Right arrow	Extend the selection to the nearest nonblank cell to the right
Ctrl + Shift + Left arrow	Extend the selection to the nonblank cell to the left
Shift + Home	Extend the selection to the first column
Ctrl + Shift + Up arrow	↓ Extend the selection to the nearest nonblank cell up/down the column
Shift + Page Down	Extend the selection down one screen
Shift + Page Up	Extend the selection up one screen

Undo and Redo

Ctrl + Z	Undo
Ctrl + Y	Redo

Cut, Copy, and Paste

Ctrl + X, or Shift + Del	Cut
Ctrl + C, or Ctrl + Insert	Copy
Ctrl + V, or Shift + Insert	Paste

Paste Special options 1

Ctrl then F	Paste only formula
Ctrl then O	Paste formula + number format
Ctrl then K	Paste formula + all formatting
Ctrl then B	Paste formula without borders
Ctrl then W	Paste formula + column width
Ctrl then T	Transpose
Ctrl then V	Paste only value
Ctrl then A	Paste value + number format
Ctrl then E	Paste value + all formatting
Ctrl then R	Paste only formatting

Ctrl then N	Paste link
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Working with Hyperlinks

Ctrl + K	Insert hyperlink
Enter	Visit hyperlink
Enter	Data Formatting
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikeout
F2	Edit active cell
F2	Data Filtering
Ctrl + Shift + L	Enable/Remove Filter
Alt + Down arrow	Open filter window
Ctrl + L	Format as table template
Ctrl + L	Data Entry
Enter	Complete cell entry and move down
Shift + Enter	Complete cell entry and move up
Tab	Complete cell entry and move to the right
Shift + Tab	Complete cell entry and move to the left
Ctrl + Shift + Enter or Ctrl + Enter	Complete cell entry and stay in it
Ctrl + Enter	Fill the selected cell range with the current entry
Alt + Enter	Start new line
Enter	Add new placeholder to equation argument
Esc	Cancel
Backspace	Delete to the left
Del	Delete to the right
Del, or Backspace	Clear active cell content
Del	Clear content of all selected cells
Ctrl + Shift + =	Insert cells
Ctrl + Shift + -	Delete cells
Ctrl + ;	Insert the current date
Ctrl + Shift + ;	Insert the current time
Ctrl + ; then Space then Ctrl + Shift + ;	Insert the current date and time

Num .	Insert separator
Alt + Down arrow	Auto Fill (Open drop-down list)

Working with text in cells and graphical objects

Ctrl + Backspace	Remove word, selection to the left
Ctrl + Del	Remove word, selection to the right
Ctrl + A	Select all
Arrow keys	Move one character to the left/right or one line up/down
Shift + Right arrow	Select one character to the right
Shift + Left arrow	Select one character to the left
Ctrl + Left arrow	Move the cursor one word to the left
Ctrl + Right arrow	Move the cursor one word to the right
Ctrl + Shift + Left arrow	Select one word to the left
Ctrl + Shift + Right arrow	Select one word to the right
Ctrl + Home	Jump to the beginning of the text
Ctrl + End	Jump to the end of the text
Ctrl + Shift + Home	Select from cursor to beginning of text
Ctrl + Shift + End	Select from cursor to end of text
Home	Jump to the beginning of the line
End	Jump to the end of the line
Shift + Home	Select from cursor to beginning of line
Shift + End	Select from cursor to end of line
Shift + Up arrow	Select one line up
Shift + Down arrow	Select one line down

Pivot tables

Alt + F5	Update pivot table
Ctrl + Alt + F5	(Only Windows, won't work on Linux) Update all pivot tables

Slicers

Alt + C	Clear selected values
Alt + S	Switch multi-select

Formatted tables

Ctrl + Shift + R	Add summary row
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Functions

Shift + F3	Insert function
Alt + =	SUM function
F9 or Shift + F9	Recalculate functions
Ctrl + `	Display functions on sheet
F4	Switch the type of reference

Data Formats

Ctrl + 1	Open the 'Number Format' dialog box
Ctrl + Shift + ~	Apply the General format
Ctrl + Shift + \$	Apply the Currency format
Ctrl + Shift + %	Apply the Percentage format
Ctrl + Shift + ^	Apply the Exponential format
Ctrl + Shift + #	Apply the Date format
Ctrl + Shift + @	Apply the Time format
Ctrl + Shift + !	Apply the Number format

Modifying Objects

Enter	Working with shapes
Enter	Working with charts
Ctrl	Create a copy when dragging
Shift + Left click + Move the mouse	Constrain movement
Shift + Left click + Move the mouse	(drag when rotating) Set 15-degree rotation
Shift + Left click + Move the mouse	(drag when rotating) Maintain proportions
Shift + Left click + Move the mouse	(drag when rotating) Change angle of line/arrow when drawing
Ctrl + Arrow keys	Movement by one-pixel increments
Arrow keys	Move shape by a big step

Tab	Move focus to the next object
Shift + Tab	Move focus to the previous object
Ctrl + A	Select all
Tab	Add tab character to the object content
Ctrl + .	Subscript
Ctrl + ,	Superscript
Ctrl +]	Increase font
Ctrl + [	Decrease font
Ctrl + E	Align center
Ctrl + J	Align justified
Ctrl + R	Align right
Ctrl + L	Align left
Enter	End paragraph and start a new one
Shift + Enter	Add line break
Del or Ctrl + Del or Backspace or Ctrl + Backspace	Remove graphical object
Esc	Exit from adding shapes mode, remove selection step by step

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More information: defkey.com/zh/onlyoffice-spreadsheet-editor-shortcuts

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