

Shortcuts for Google Sheets

Sheets : Help : Keyboard Shortcuts : Turn off Browser Shortcuts

| COMMON ACTIONS | |
|--------------------------------|-----------------------------------|
| Select column | Ctrl + Space |
| Select row | Shift + Space |
| Select all | ⌘ + a ⌘ + Shift + Space |
| Undo | ⌘ + z |
| Redo | ⌘ + y ⌘ + Shift + z Fn + F4 |
| Find | ⌘ + f |
| Find and replace | ⌘ + Shift + h |
| Fill range | ⌘ + Enter |
| Fill down | ⌘ + d |
| Fill right | ⌘ + r |
| Save | ⌘ + s |
| Open | ⌘ + o |
| Print | ⌘ + p |
| Copy | ⌘ + c |
| Cut | ⌘ + x |
| Paste | ⌘ + v |
| Paste values only | ⌘ + Shift + v |
| Show common keyboard shortcuts | ⌘ + / |
| Compact controls | Ctrl + Shift + f |
| Input tools on/off | ⌘ + Shift + k |

| <i>(available in spreadsheets in non-Latin languages)</i> | |
|---|-------------------------------------|
| Select input tools | ⌘ + Option + Shift + k |
| | |
| FORMAT CELLS | |
| Bold | ⌘ + b |
| Underline | ⌘ + u |
| Italic | ⌘ + i |
| Strikethrough | Option + Shift + 5 |
| Center align | ⌘ + Shift + e |
| Left align | ⌘ + Shift + l |
| Right align | ⌘ + Shift + r |
| Apply top border | Option + Shift + 1 |
| Apply right border | Option + Shift + 2 |
| Apply bottom border | Option + Shift + 3 |
| Apply left border | Option + Shift + 4 |
| Remove borders | Option + Shift + 6 |
| Apply outer border | Option + Shift + 7 ⌘ + Shift + 7 |
| Insert link | ⌘ + k |
| Insert time | ⌘ + Shift + ; |
| Insert date | ⌘ + ; |
| Insert date and time | ⌘ + Option + Shift + ; |
| Format as decimal | Ctrl + Shift + 1 |
| Format as time | Ctrl + Shift + 2 |
| Format as date | Ctrl + Shift + 3 |
| Format as currency | Ctrl + Shift + 4 |

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| Format as percentage | Ctrl + Shift + 5 |
| Format as exponent | Ctrl + Shift + 6 |
| Clear formatting | ⌘ + \ |
| NAVIGATE SPREADSHEET | |
| Move to beginning of row | Fn + Left arrow |
| Move to beginning of sheet | ⌘ + Fn + Left arrow |
| Move to end of row | Fn + Right arrow |
| Move to end of sheet | ⌘ + Fn + Right arrow |
| Scroll to active cell | ⌘ + Backspace |
| Move to next sheet | ⌘ + Shift + Fn + Down arrow |
| Move to previous sheet | ⌘ + Shift + Fn + Up arrow |
| Display list of sheets | Option + Shift + k |
| Open hyperlink | Option + Enter |
| Open Explore | Option + Shift + x |
| Move focus out of spreadsheet | Ctrl + ⌘ + Shift + m |
| Move to quicksum | Option + Shift + q |
| Move focus to popup | holding Ctrl + ⌘, press e then p |
| Open drop-down menu on filtered cell | Ctrl + ⌘ + r |
| Open revision history | ⌘ + Option + Shift + h |
| Open chat inside the spreadsheet | Shift + Esc |
| Close drawing editor | ⌘ + Esc / Shift + Esc |
| Edit notes and comments | |
| Insert/edit note | Shift + F2 |
| Insert/edit comment | ⌘ + Option + m |

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| Open comment discussion thread | ⌘ + Option + Shift + a |
| Enter current comment | holding Ctrl + ⌘, press e then c |
| Move to next comment | holding Ctrl + ⌘, press n then c |
| Move to previous comment | holding Ctrl + ⌘, press p then c |
| OPEN A MENU | |
| File menu | Ctrl + Option + f |
| Edit menu | Ctrl + Option + e |
| View menu | Ctrl + Option + v |
| Insert menu | Ctrl + Option + i |
| Format menu | Ctrl + Option + o |
| Data menu | Ctrl + Option + d |
| Tools menu | Ctrl + Option + t |
| Open insert menu | ⌘ + Option + = (with cells selected) |
| Open delete menu | ⌘ + Option + - (with cells selected) |
| Form menu <i>(present when the spreadsheet is connected to a form)</i> | Ctrl + Option + m |
| Add-ons menu | Ctrl + Option + n |
| Help menu | Ctrl + Option + h |
| Accessibility menu <i>(present when screen reader support is enabled)</i> | Ctrl + Option + a |
| Sheet menu <i>(copy, delete, and other sheet actions)</i> | Option + Shift + s |
| Context menu | ⌘ + Shift + \ |

| INSERT, DELETE, HIDE, OR UNHIDE ROWS OR COLUMNS | |
|--|---|
| Insert rows above | ⌘ + Option + = (with rows selected) Ctrl + Option + i, then r |
| Insert rows below | Ctrl + Option + i, then b |
| Insert columns to the left | ⌘ + Option + = (with columns selected) Ctrl + Option + i, then c |
| Insert columns to the right | Ctrl + Option + i, then o |
| Delete rows | ⌘ + Option + - (with rows selected) Ctrl + Option + e, then d |
| Delete columns | ⌘ + Option + - (with columns selected) Ctrl + Option + e, then e |
| Hide row | ⌘ + Option + 9 |
| Hide column | ⌘ + Option + 0 |
| USE FORMULAS | |
| Show all formulas | Ctrl + ~ |
| Insert array formula | ⌘ + Shift + Enter |
| Collapse an expanded array formula | ⌘ + e |
| Show/hide formula help <i>(when entering a formula)</i> | Shift + Fn + F1 |
| Full/compact formula help <i>(when entering a formula)</i> | Fn + F1 |
| Absolute/relative references <i>(when entering a formula)</i> | Fn + F4 |

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| Toggle formula result previews <i>(when entering a formula)</i> | Fn + F9 |
| Resize formula bar <i>(move up or down)</i> | Ctrl + Option + Up and Ctrl + Option + Down |
| HELP FOR SCREEN READERS | |
| Turn on screen reader support <u>Learn more about using Google Sheets with a screen reader</u> | ⌘ + Option + z |
| Read column | ⌘ + Option + Shift + c |
| Read row | ⌘ + Option + Shift + r |