

Introduction to Spreadsheet

Keyboard Shortcuts for Spreadsheet

Take a moment and review these Google Sheets (Spreadsheet) shortcuts.

Movement within worksheets

Arrow Keys	Move one cell up, down, left, or right
Tab	Move one cell to the right
Shift + Tab	Move one cell to the left
Ctrl + End	Go to last cell in data region
Home	Move to the beginning of the row
Ctrl + Home	Move to the beginning of the worksheet
Ctrl + Arrow Left / Ctrl + Arrow Right	Go to left-most / right-most cell in current row
Ctrl + Arrow Down/ Ctrl + Arrow Up	Go to bottom-most / to-most cell in current column
Ctrl + Page Down / Ctrl + Page Up	Move to next / move to previous worksheet
Alt + Page Down / Alt + Page Up	Move one screen to the right / one screen to the left
Ctrl + Backspace	Scroll to the active cell when multiple cells are selected
Ctrl + Shift + Page Up/Page Down	Switch sheets

Movement within a selected range

Enter: Move from top to bottom within the selected range.

Shift + Enter: Move from bottom to top within the selected range

Tab: Move from left to right within the selected range. If cells in a single column are selected, move down.

Shift + Tab: Move from right to left within the selected range. If cells in a single column are selected, move up.

Entering/Editing data

Ctrl + A Select the all / entire worksheet

Ctrl + B Bold the contents of the selected cell

Ctrl + C Copy the contents of the selected cell

Ctrl + F Find words or phrases within the spreadsheet

Ctrl + I *Italicize* the contents of the selected cell

Ctrl + P Print

Ctrl + R Copy the content of the selected cell right (used in combo with Shift + arrow)

Ctrl + S Save

Ctrl + U Underline the contents of the selected cell

Ctrl + V Paste the contents of the selected cell

Ctrl + X Cut the contents of the selected cell

Ctrl + Y Redo the last action

Ctrl + Z Undo the last action.

Enter Complete a cell entry and select the cell below

Shift + Enter Complete a cell entry and select the previous cell above

Alt + Enter Start a new line in the same cell

Ctrl + Enter Insert line break in a cell

Tab Complete a cell entry and select the next cell to the right

Shift + Tab Complete a cell entry and select the previous cell to the left

F2 Edit the active cell and position the insertion point at the end of the cell contents

Shift + F2 Edit comment

Esc Cancel cell entry

Backspace Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents

Delete Delete the character to the right of the insertion point, or delete the selection

Ctrl + Space Select the entire column

Shift + Space Select the entire row

Shift + Arrow Keys Manual select

Ctrl + Shift + S Make a copy of the document

Alt + Shift + 5 Strikethrough formatting for the contents of the cell

Alt + Shift + & Apply border outline to selected cells

Alt + Shift + _ Remove border outline from selected cells

Alt + Shift + T Apply or remove top border from the selected cells

Alt + Shift + B Apply or remove bottom border from the selected cells

Alt + Shift + R Apply or remove right border from the selected cells

Alt + Shift + I Apply or remove left border from the selected cells

Miscellaneous Shortcuts

Ctrl + Shift + Enter Wrap current formula in an ArrayFormula

Ctrl + ; Insert current date into cell

Ctrl + : Insert current time into cell

Ctrl + / Open keyboard shortcuts help

Ctrl + ' View all formulas