Google Sheets Shortcuts!

			COMPUTER TYPE	Link to Shortcut Pages
Command to Search --->	Delete columns	⌘ + Option + - (with columns selected) Ctrl + Option + e, then e	Mac	

Command Description	Mac	PC
Show common keyboard shortcuts	⌘ + /	Ctrl + /
Move to beginning of sheet	⌘ + Fn + Left arrow	Ctrl + Home
Move to end of row/column	⌘ + Directional Arrows	Ctrl + Directional Arrows
Move to next sheet	⌘ + Shift + Fn + Down arrow	Ctrl + Shift + Page Down
Move to previous sheet	⌘ + Shift + Fn + Up arrow	Ctrl + Shift + Page Up
Fill down	⌘ + d	Ctrl + d
Fill right	⌘ + r	Ctrl + r
Paste	⌘ + v	Ctrl + v
Paste values only	⌘ + Shift + v	Ctrl + Shift + v
Paste format only	⌘ + Option + v	Ctrl + Option + v
Find	⌘ + f	Ctrl + f
Find and replace	⌘ + Shift + h	Ctrl + h
Undo	⌘ + z	Ctrl + z
Redo	⌘ + y ⌘ + Shift + z Fn + F4	Ctrl + y Ctrl + Shift + z F4
Bold	⌘ + b	Ctrl + b
Center align	⌘ + Shift + e	Ctrl + Shift + e
Left align	⌘ + Shift + l	Ctrl + Shift + l
Right align	⌘ + Shift + r	Ctrl + Shift + r
Apply bottom border	Option + Shift + 3	Alt + Shift + 3
Apply outer border	Option + Shift + 7 ⌘ + Shift + 7	Alt + Shift + 7 Ctrl + Shift + 7
Remove borders	Option + Shift + 6	Alt + Shift + 6
Insert link	⌘ + k	Ctrl + k
Format as decimal	Ctrl + Shift + 1	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4	Ctrl + Shift + 4
Format as percentage	Ctrl + Shift + 5	Ctrl + Shift + 5
Clear formatting	⌘ + \	Ctrl + \
Display list of sheets	Option + Shift + k	Alt + Shift + k
Group rows or columns	Option + Shift + Right arrow	Alt + Shift + Right arrow

Ungroup rows or columns	Option + Shift + Left arrow	Alt + Shift + Left arrow

	Mac		**PC**	
Common actions		**Common actions**		
Select column	Ctrl + Space	Select column	Ctrl + Space
Select row	Shift + Space	Select row	Shift + Space
Select all	⌘ + a ⌘ + Shift + Space	Select all	Ctrl + a Ctrl + Shift + Space
Undo	⌘ + z	Undo	Ctrl + z
Redo	⌘ + y ⌘ + Shift + z Fn + F4	Redo	Ctrl + y Ctrl + Shift + z F4
Find	⌘ + f	Find	Ctrl + f
Find and replace	⌘ + Shift + h	Find and replace	Ctrl + h
Fill range	⌘ + Enter	Fill range	Ctrl + Enter
Fill down	⌘ + d	Fill down	Ctrl + d
Fill right	⌘ + r	Fill right	Ctrl + r
Save (every change is saved automatical	⌘ + s	Save (every change is saved automatically in Drive)	Ctrl + s
Open	⌘ + o	Open	Ctrl + o
Print	⌘ + p	Print	Ctrl + p
Copy	⌘ + c	Copy	Ctrl + c
Cut	⌘ + x	Cut	Ctrl + x
Paste	⌘ + v	Paste	Ctrl + v
Paste values only	⌘ + Shift + v	Paste values only	Ctrl + Shift + v
Show common keyboard shortcuts	⌘ + /	Show common keyboard shortcuts	Ctrl + /
Compact controls	Ctrl + Shift + f	Insert new sheet	Shift + F11
Input tools on/off (available in spreadsheets in non-L(	⌘ + Shift + k	Compact controls	Ctrl + Shift + f
Select input tools	⌘ + Option + Shift + k	Input tools on/off (available in spreadsheets in non-Latin languages)	Ctrl + Shift + k
		Select input tools	Ctrl + Alt + Shift + k
Format cells		**Format cells**		
Bold	⌘ + b	Bold	Ctrl + b
Underline	⌘ + u	Underline	Ctrl + u
Italic	⌘ + i	Italic	Ctrl + i
Strikethrough	Option + Shift + 5	Strikethrough	Alt + Shift + 5
Center align	⌘ + Shift + e	Center align	Ctrl + Shift + e

Left align	⌘ + Shift + l	Left align	Ctrl + Shift + l
Right align	⌘ + Shift + r	Right align	Ctrl + Shift + r
Apply top border	Option + Shift + 1	Apply top border	Alt + Shift + 1
Apply right border	Option + Shift + 2	Apply right border	Alt + Shift + 2
Apply bottom border	Option + Shift + 3	Apply bottom border	Alt + Shift + 3
Apply left border	Option + Shift + 4	Apply left border	Alt + Shift + 4
Remove borders	Option + Shift + 6	Remove borders	Alt + Shift + 6
Apply outer border	Option + Shift + 7 ⌘ + Shift + 7	Apply outer border	Alt + Shift + 7 Ctrl + Shift + 7
Insert link	⌘ + k	Insert link	Ctrl + k
Insert time	⌘ + Shift + ;	Insert time	Ctrl + Shift + ;
Insert date	⌘ + ;	Insert date	Ctrl + ;
Insert date and time	⌘ + Option + Shift + ;	Insert date and time	Ctrl + Alt + Shift + ;
Format as decimal	Ctrl + Shift + 1	Format as decimal	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2	Format as time	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3	Format as date	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4	Format as currency	Ctrl + Shift + 4
Format as percentage	Ctrl + Shift + 5	Format as percentage	Ctrl + Shift + 5
Format as exponent	Ctrl + Shift + 6	Format as exponent	Ctrl + Shift + 6
Clear formatting	⌘ + \	Clear formatting	Ctrl + \
Navigate spreadsheet		**Navigate spreadsheet**	
Move to beginning of row	Fn + Left arrow	Move to beginning of row	Home
Move to beginning of sheet	⌘ + Fn + Left arrow	Move to beginning of sheet	Ctrl + Home
Move to end of row	Fn + Right arrow	Move to end of row	End
Move to end of sheet	⌘ + Fn + Right arrow	Move to end of sheet	Ctrl + End
Scroll to active cell	⌘ + Backspace	Scroll to active cell	Ctrl + Backspace
Move to next sheet	⌘ + Shift + Fn + Down arrow	Move to next sheet	Ctrl + Shift + Page Down
Move to previous sheet	⌘ + Shift + Fn + Up arrow	Move to previous sheet	Ctrl + Shift + Page Up
Display list of sheets	Option + Shift + k	Display list of sheets	Alt + Shift + k
Open hyperlink	Option + Enter	Open hyperlink	Alt + Enter
Open Explore	Option + Shift + x	Open Explore	Alt + Shift + x
Move focus out of spreadsheet	Ctrl + ⌘ + Shift + m	Move focus out of spreadsheet	Ctrl + Alt + Shift + m
Move to quicksum (when a range of cells is selected)	Option + Shift + q	Move to quicksum (when a range of cells is selected)	Alt + Shift + q
Move focus to popup (for links, bookmarks, and images)	holding Ctrl + ⌘, press e then p	Move focus to popup (for links, bookmarks, and images)	holding Ctrl + Alt, press e then p
Open drop-down menu on filtered c	Ctrl + ⌘ + r	Open drop-down menu on filtered cell	Ctrl + Alt + r
Open revision history	⌘ + Option + Shift + h	Open revision history	Ctrl + Alt + Shift + h
Open chat inside the spreadsheet	Shift + Esc	Open chat inside the spreadsheet	Shift + Esc
Close drawing editor	⌘ + Esc Shift + Esc	Close drawing editor	Shift + Esc

Edit notes and comments		Edit notes and comments	
Insert/edit note	Shift + F2	Insert/edit note	Shift + F2
Insert/edit comment	⌘ + Option + m	Insert/edit comment	Ctrl + Alt + m
Open comment discussion thread	⌘ + Option + Shift + a	Open comment discussion thread	Ctrl + Alt + Shift + a
Enter current comment	holding Ctrl + ⌘, press e then c	Enter current comment	holding Ctrl + Alt, press e then c
Move to next comment	holding Ctrl + ⌘, press n then c	Move to next comment	holding Ctrl + Alt, press n then c
Move to previous comment	holding Ctrl + ⌘, press p then c	Move to previous comment	holding Ctrl + Alt, press p then c
Open a menu		**Open a menu**	
File menu	Ctrl + Option + f	File menu	in Google Chrome: Alt + f other browsers: Alt + Shift + f
Edit menu	Ctrl + Option + e	Edit menu	in Google Chrome: Alt + e other browsers: Alt + Shift + e
View menu	Ctrl + Option + v	View menu	in Google Chrome: Alt + v other browsers: Alt + Shift + v
Insert menu	Ctrl + Option + i	Insert menu	in Google Chrome: Alt + i other browsers: Alt + Shift + i
Format menu	Ctrl + Option + o	Format menu	in Google Chrome: Alt + o other browsers: Alt + Shift + o
Data menu	Ctrl + Option + d	Data menu	in Google Chrome: Alt + d other browsers: Alt + Shift + d
Tools menu	Ctrl + Option + t	Tools menu	in Google Chrome: Alt + t other browsers: Alt + Shift + t
Open insert menu	⌘ + Option + = (with cells selected)	Open insert menu	Ctrl + Alt + Shift + = Ctrl + Alt + = (with cells selected)
Open delete menu	⌘ + Option + - (with cells selected)	Open delete menu	Ctrl + Alt + - (with cells selected)
Form menu (present when the spreadsheet is c⊏	Ctrl + Option + m	Form menu (present when the spreadsheet is connected to a form)	in Google Chrome: Alt + m other browsers: Alt + Shift + m
Add-ons menu	Ctrl + Option + n	Add-ons menu	in Google Chrome: Alt + n other browsers: Alt + Shift + n
Help menu	Ctrl + Option + h	Help menu	in Google Chrome: Alt + h other browsers: Alt + Shift + h
Accessibility menu (present when screen reader suppo	Ctrl + Option + a	Accessibility menu (present when screen reader support is enabled)	in Google Chrome: Alt + a other browsers: Alt + Shift + a
Sheet menu (copy, delete, and other sheet actio	Option + Shift + s	Sheet menu (copy, delete, and other sheet actions)	Alt + Shift + s
Context menu	⌘ + Shift + \	Context menu	Ctrl + Shift + \
Add or change rows and columns		**Add or change rows and columns**	
Insert rows above	⌘ + Option + = (with rows selected) Ctrl + Option + i, then r	Insert rows above	Ctrl + Alt + Shift + = Ctrl + Alt + = (with rows selected) in Google Chrome: Alt + i, then r other browsers: Alt + Shift + i, then r
Insert rows below	Ctrl + Option + i, then b	Insert rows below	in Google Chrome: Alt + i, then w other browsers: Alt + Shift + i, then w

Insert columns to the left	⌘ + Option + = (with columns selected) Ctrl + Option + i, then c	Insert columns to the left	Ctrl + Alt + Shift + = Ctrl + Alt + = (with columns selected) in Google Chrome: Alt + i, then c other browsers: Alt + Shift + i, then c
Insert columns to the right	Ctrl + Option + i, then o	Insert columns to the right	in Google Chrome: Alt + i, then o other browsers: Alt + Shift + i, then o
Delete rows	⌘ + Option + - (with rows selected) Ctrl + Option + e, then d	Delete rows	Ctrl + Alt + - (with rows selected) in Google Chrome: Alt + e, then d other browsers: Alt + Shift + e, then d
Delete columns	⌘ + Option + - (with columns selected) Ctrl + Option + e, then e	Delete columns	Ctrl + Alt + - (with columns selected) in Google Chrome: Alt + e, then e other browsers: Alt + Shift + e, then e
Hide row	⌘ + Option + 9	Hide row	Ctrl + Alt + 9
Hide column	⌘ + Option + 0	Hide column	Ctrl + Alt + 0
Group rows or columns	Option + Shift + Right arrow	Unhide row	Ctrl + Shift + 9
Ungroup rows or columns	Option + Shift + Left arrow	Unhide column	Ctrl + Shift + 0
Expand grouped rows or columns	Option + Shift + Down arrow	Group rows or columns	Alt + Shift + Right arrow
Collapse grouped rows or columns	Option + Shift + Up arrow	Ungroup rows or columns	Alt + Shift + Left arrow
		Expand grouped rows or columns	Alt + Shift + Down arrow
		Collapse grouped rows or columns	Alt + Shift + Up arrow
Use formulas		**Use formulas**	
Show all formulas	Ctrl + ~	Show all formulas	Ctrl + ~
Insert array formula	⌘ + Shift + Enter	Insert array formula	Ctrl + Shift + Enter
Collapse an expanded array formul	⌘ + e	Collapse an expanded array formula	Ctrl + e
Show/hide formula help (when entering a formula)	Shift + Fn + F1	Show/hide formula help (when entering a formula)	Shift + F1
Full/compact formula help (when entering a formula)	Fn + F1	Full/compact formula help (when entering a formula)	F1
Absolute/relative references (when entering a formula)	Fn + F4	Absolute/relative references (when entering a formula)	F4
Toggle formula result previews (when entering a formula)	Fn + F9	Toggle formula result previews (when entering a formula)	F9
Resize formula bar (move up or down)	Ctrl + Option + Up and Ctrl + Option + Down	Resize formula bar (move up or down)	Ctrl + Up / Ctrl + Down
Help for screen readers		**Help for screen readers**	
Turn on screen reader support Learn more about using Google She	⌘ + Option + z	Turn on screen reader support Learn more about using Google Sheets with a screen reader	Ctrl + Alt + z
Read column	⌘ + Option + Shift + c	Read column	Ctrl + Alt + Shift + c
Read row	⌘ + Option + Shift + r	Read row	Ctrl + Alt + Shift + r