

# Keyboard Shortcuts for Spreadsheet

---

## 1. Movement within worksheets

<b>Arrow Keys</b>	<b>Move one cell up, down, left, or right</b>
<b>Tab</b>	<b>Move one cell to the right</b>
<b>Shift + Tab</b>	<b>Move one cell to the left</b>
<b>Ctrl + End</b>	<b>Go to last cell in data region</b>
<b>Home</b>	<b>Move to the beginning of the row</b>
<b>Ctrl + Home</b>	<b>Move to the beginning of the worksheet</b>
<b>Ctrl + Arrow Left / Ctrl + Arrow Right</b>	<b>Go to left-most / right-most cell in current row</b>
<b>Ctrl + Arrow Down / Ctrl + Arrow Up</b>	<b>Go to bottom-most / top-most cell in current column</b>
<b>Ctrl + Page Down / Ctrl + Page Up</b>	<b>Move to next / move to previous worksheet</b>

<b>Alt + Page Down / Alt + Page Up</b>	<b>Move one screen to the right / one screen to the left</b>
<b>Ctrl + Backspace</b>	<b>Scroll to the active cell when multiple cells are selected</b>
<b>Ctrl + Shift + Page Up/Page Down</b>	<b>Switch sheets</b>

## 2. Movement within a selected range

<b>Enter</b>	<b>Move from top to bottom within the selected range</b>
<b>Shift + Enter</b>	<b>Move from bottom to top within the selected range</b>
<b>Tab</b>	<b>Move from left to right within the selected range. If cells in a single column are selected, move down.</b>
<b>Shift + Tab</b>	<b>Move from right to left within the selected range. If cells in a single column are selected, move up.</b>

### 3. Entering/editing data

<b>Ctrl + a</b>	<b>Select the all / entire worksheet</b>
<b>Ctrl + b</b>	<b>Bold the contents of the selected cell</b>
<b>Ctrl + c</b>	<b>Copy the contents of the selected cell</b>
<b>Ctrl + f</b>	<b>Find words or phrases within the spreadsheet</b>
<b>Ctrl + i</b>	<b>Italicise the contents of the selected cell</b>
<b>Ctrl + p</b>	<b>Print</b>
<b>Ctrl + r</b>	<b>Copy the content of the selected cell right (used in combo with Shift + arrow)</b>
<b>Ctrl + s</b>	<b>Save</b>
<b>Ctrl + u</b>	<b>Underline the contents of the selected cell</b>
<b>Ctrl + v</b>	<b>Paste the contents of the selected cell</b>
<b>Ctrl + x</b>	<b>Cut the contents of the selected cell</b>
<b>Ctrl + y</b>	<b>Redo the last action</b>

<b>Ctrl + z</b>	<b>Undo the last action.</b>
<b>Enter</b>	<b>Complete a cell entry and select the cell below</b>
<b>Shift + Enter</b>	<b>Complete a cell entry and select the previous cell above</b>
<b>Alt + Enter</b>	<b>Start a new line in the same cell</b>
<b>Ctrl + Enter</b>	<b>Insert line break in a cell</b>
<b>Tab</b>	<b>Complete a cell entry and select the next cell to the right</b>
<b>Shift + Tab</b>	<b>Complete a cell entry and select the previous cell to the left</b>
<b>F2</b>	<b>Edit the active cell and position the insertion point at the end of the cell contents</b>
<b>Shift + F2</b>	<b>Edit comment</b>
<b>Esc</b>	<b>Cancel cell entry</b>
<b>Backspace</b>	<b>Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents</b>

<b>Delete</b>	<b>Delete the character to the right of the insertion point, or delete the selection</b>
<b>Ctrl + Space</b>	<b>Select the entire column</b>
<b>Shift + Space</b>	<b>Select the entire row</b>
<b>Shift + Arrow Keys</b>	<b>Manual select</b>
<b>Ctrl + Shift + s</b>	<b>Make a copy of the document</b>
<b>Alt + Shift + 5</b>	<b>Strikethrough formatting for the contents of the cell</b>
<b>Alt + Shift + &amp;</b>	<b>Apply border outline to selected cells</b>
<b>Alt + Shift + _</b>	<b>Remove border outline from selected cells</b>
<b>Alt + Shift + t</b>	<b>Apply or remove top border from the selected cells</b>
<b>Alt + Shift + b</b>	<b>Apply or remove bottom border from the selected cells</b>
<b>Alt + Shift + r</b>	<b>Apply or remove right border from the selected cells</b>
<b>Alt + Shift + l</b>	<b>Apply or remove left border from the selected cells</b>

#### 4. 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