

Task description	Shortcut		
	PC	Mac	Chrome OS
<b>Common actions</b>			
Select column	Ctrl+Space	Ctrl+Space	Ctrl+Space
Select row	Shift+Space	Shift+Space	Shift+Space
Select all	Ctrl+a Ctrl+Shift+Space	⌘+a ⌘+Shift+Space	Ctrl+a
Undo	Ctrl+z	⌘+z	Ctrl+z
Redo	Ctrl+y Ctrl+Shift+z F4	⌘+y ⌘+Shift+z Fn+F4	Ctrl+y Ctrl+Shift+z
Find	Ctrl+f	⌘+f	Ctrl+f
Find and replace	Ctrl+h	⌘+Shift+h	Ctrl+h
Fill range	Ctrl+Enter	⌘+Enter	Ctrl+Enter
Fill down	Ctrl+d	⌘+d	Ctrl+d
Fill right	Ctrl+r	⌘+r	Ctrl+r
Save (every change is saved automatically in Drive)	Ctrl+s	⌘+s	Ctrl+s
Open	Ctrl+o	⌘+o	Ctrl+o
Print	Ctrl+p	⌘+p	Ctrl+p
Copy	Ctrl+c	⌘+c	Ctrl+c
Cut	Ctrl+x	⌘+x	Ctrl+x
Paste	Ctrl+v	⌘+v	Ctrl+v
Paste values only	Ctrl+Shift+v	⌘+Shift+v	Ctrl+Shift+v
Show common keyboard shortcuts	Ctrl+/	⌘+/	Ctrl+/
Insert new sheet	Shift+F11	Shift+Fn+F11	
Compact controls	Ctrl+Shift+f	Ctrl+Shift+f	Ctrl+Shift+f
Input tools on/off (available in spreadsheets in non-Latin languages)	Ctrl+Shift+k	⌘+Shift+k	Ctrl+Shift+k
Select input tools	Ctrl+Alt+Shift+k	⌘+Option+Shift+k	Ctrl+Alt+Shift+k
Search the menus	Alt+/	Option+/	Alt+/
<b>Format cells</b>			
Bold	Ctrl+b	⌘+b	Ctrl+b
Underline	Ctrl+u	⌘+u	Ctrl+u
Italic	Ctrl+i	⌘+i	Ctrl+i
Strikethrough	Alt+Shift+5	Option+Shift+5	Alt+Shift+5
Center align	Ctrl+Shift+e	⌘+Shift+e	Ctrl+Shift+e
Left align	Ctrl+Shift+l	⌘+Shift+l	Ctrl+Shift+l
Right align	Ctrl+Shift+r	⌘+Shift+r	Ctrl+Shift+r
Apply top border	Alt+Shift+1	Option+Shift+1	Alt+Shift+1
Apply right border	Alt+Shift+2	Option+Shift+2	Alt+Shift+2
Apply bottom border	Alt+Shift+3	Option+Shift+3	Alt+Shift+3
Apply left border	Alt+Shift+4	Option+Shift+4	Alt+Shift+4
Remove borders	Alt+Shift+6	Option+Shift+6	Alt+Shift+6
Apply outer border	Alt+Shift+7 Ctrl+Shift+7	Option+Shift+7 ⌘+Shift+7	Alt+Shift+7 Ctrl+Shift+7
Insert link	Ctrl+k	⌘+k	Ctrl+k
Insert time	Ctrl+Shift+;	⌘+Shift+;	Ctrl+Shift+;
Insert date	Ctrl+;	⌘+;	Ctrl+;
Insert date and time	Ctrl+Alt+Shift+;	⌘+Option+Shift+;	Ctrl+Alt+Shift+;
Format as decimal	Ctrl+Shift+1	Ctrl+Shift+1	Ctrl+Shift+1
Format as time	Ctrl+Shift+2	Ctrl+Shift+2	Ctrl+Shift+2
Format as date	Ctrl+Shift+3	Ctrl+Shift+3	Ctrl+Shift+3

Task description	Shortcut		
	PC	Mac	Chrome OS
Format as currency	Ctrl+Shift+4	Ctrl+Shift+4	Ctrl+Shift+4
Format as percentage	Ctrl+Shift+5	Ctrl+Shift+5	Ctrl+Shift+5
Format as exponent	Ctrl+Shift+6	Ctrl+Shift+6	Ctrl+Shift+6
Clear formatting	Ctrl+\	⌘+\	Ctrl+\
<b>Navigate spreadsheet</b>			
Move to beginning of row	Home	Fn+Left Arrow	Search+Left Arrow
Move to beginning of sheet	Ctrl+Home	⌘+Fn+Left Arrow	Ctrl+Search+Left Arrow
Move to end of row	End	Fn+Right Arrow	Search+Right Arrow
Move to end of sheet	Ctrl+End	⌘+Fn+Right Arrow	Ctrl+Search+Right Arrow
Scroll to active cell	Ctrl+Backspace	⌘+Backspace	Ctrl+Backspace
Move to next sheet	Alt+Down Arrow	Option+Down Arrow	Ctrl+Shift+Search+Down Arrow
Move to previous sheet	Alt+Up Arrow	Option+Up Arrow	Ctrl+Shift+Search+Up Arrow
Display list of sheets	Alt+Shift+k	Option+Shift+k	Alt+Shift+k
Open hyperlink	Alt+Enter	Option+Enter	Alt+Enter
Open Explore	Alt+Shift+x	Option+Shift+x	Alt+Shift+x
Go to side panel	Ctrl+Alt+. Ctrl+Alt+,	⌘+Option+. ⌘+Option+.,	Alt+Shift+. Alt+Shift+.,
Move focus out of spreadsheet	Ctrl+Alt+Shift+m	Ctrl+⌘+Shift+m	Ctrl+Alt+Shift+m
Move to quicksum (when a range of cells is selected)	Alt+Shift+q	Option+Shift+q	Alt+Shift+q
Move focus to popup (for links, bookmarks, and images)	Ctrl+Alt+e,p	Ctrl+⌘+e,p	Ctrl+Alt+e,p
Open drop-down menu on filtered cell	Ctrl+Alt+r	Ctrl+⌘+r	Ctrl+Alt+r
Open revision history	Ctrl+Alt+Shift+h	⌘+Option+Shift+h	Ctrl+Alt+Shift+h
Open chat inside the spreadsheet	Shift+Esc	Shift+Esc	Shift+Esc
Close drawing editor	Shift+Esc	⌘+Esc Shift+Esc	Ctrl+Esc Shift+Esc
Move to first cell in row with data			Ctrl+Left Arrow
Move to top left of sheet			Ctrl+Search+Left Arrow
Move to last cell in row with data			Ctrl+Right Arrow
Move to bottom right of sheet			Ctrl+Search+Right Arrow
<b>Edit notes and comments</b>			
Insert/edit note	Shift+F2	Shift+F2	Shift+Search+2
Insert/edit comment	Ctrl+Alt+m	⌘+Option+m	Ctrl+Alt+m
Open comment discussion thread	Ctrl+Alt+Shift+a	⌘+Option+Shift+a	Ctrl+Alt+Shift+a
Enter current comment	Ctrl+Alt+e,c	Ctrl+⌘+e,c	Ctrl+Alt+e,c
Move to next comment	Ctrl+Alt+n,c	Ctrl+⌘+n,c	Ctrl+Alt+n,c
Move to previous comment	Ctrl+Alt+p,c	Ctrl+⌘+p,c	Ctrl+Alt+p,c
<b>Open a menu</b>			
File menu	in Google Chrome: Alt+f other browsers: Alt+Shift+f	Ctrl+Option+f	Alt+f
Edit menu	in Google Chrome: Alt+e other browsers: Alt+Shift+e	Ctrl+Option+e	Alt+e
View menu	in Google Chrome: Alt+v other browsers: Alt+Shift+v	Ctrl+Option+v	Alt+v
Insert menu	in Google Chrome: Alt+i other browsers: Alt+Shift+i	Ctrl+Option+i	Alt+i
Format menu	in Google Chrome: Alt+o other browsers: Alt+Shift+o	Ctrl+Option+o	Alt+o

Task description	Shortcut		
	PC	Mac	Chrome OS
Data menu	in Google Chrome: Alt+d other browsers: Alt+Shift+d	Ctrl+Option+d	Alt+d
Tools menu	in Google Chrome: Alt+t other browsers: Alt+Shift+t	Ctrl+Option+t	Alt+t
Open insert menu	Ctrl+Alt+Shift+= Ctrl+Alt+= (with cells selected)	⌘+Option+= (with cells selected)	Ctrl+Alt+= (with cells selected)
Open delete menu	Ctrl+Alt+- (with cells selected)	⌘+Option+- (with cells selected)	Ctrl+Alt+- (with cells selected)
Form menu (present when the spreadsheet is connected to a form)	in Google Chrome: Alt+m other browsers: Alt+Shift+m	Ctrl+Option+m	Alt+m
Add-ons menu	in Google Chrome: Alt+n other browsers: Alt+Shift+n	Ctrl+Option+n	Alt+n
Help menu	in Google Chrome: Alt+h other browsers: Alt+Shift+h	Ctrl+Option+h	Alt+h
Accessibility menu (present when screen reader support is enabled)	in Google Chrome: Alt+a other browsers: Alt+Shift+a	Ctrl+Option+a	Alt+a
Sheet menu (copy, delete, and other sheet actions)	Alt+Shift+s	Option+Shift+s	Ctrl+Shift+s
Context menu	Ctrl+Shift+\	⌘+Shift+\	Ctrl+Shift+\
<b>Add or change rows and columns</b>			
Insert rows above	Ctrl+Alt+Shift+= Ctrl+Alt+= in Google Chrome: Alt+i,r other browsers: Alt+Shift+i,r (with rows selected)	⌘+Option+= Ctrl+Option+i,r (with rows selected)	Ctrl+Alt+= Alt+i,r (with rows selected)
Insert rows below	in Google Chrome: Alt+i,b other browsers: Alt+Shift+i,b	Ctrl+Option+i,b	Alt+i,b
Insert columns to the left	Ctrl+Alt+Shift+= Ctrl+Alt+= in Google Chrome: Alt+i,c other browsers: Alt+Shift+i,c (with columns selected)	⌘+Option+= Ctrl+Option+i,c (with columns selected)	Ctrl+Alt+= Alt+i,c (with columns selected)
Insert columns to the right	in Google Chrome: Alt+i,o other browsers: Alt+Shift+i,o	Ctrl+Option+i,o	Alt+i,o
Delete rows	Ctrl+Alt+- in Google Chrome: Alt+e,d other browsers: Alt+Shift+e,d (with rows selected)	⌘+Option+- Ctrl+Option+e,d (with rows selected)	Ctrl+Alt+- Alt+e,d (with rows selected)
Delete columns	Ctrl+Alt+- in Google Chrome: Alt+e,e other browsers: Alt+Shift+e,e (with columns selected)	⌘+Option+- Ctrl+Option+e,e (with columns selected)	Ctrl+Alt+- Alt+e,e (with columns selected)
Hide rows	Ctrl+Alt+9	⌘+Option+9	Ctrl+Alt+9
Unhide rows	Ctrl+Shift+9	⌘+Shift+9	Ctrl+Shift+9
Hide columns	Ctrl+Alt+0	⌘+Option+0	Ctrl+Alt+0
Unhide columns	Ctrl+Shift+0	⌘+Shift+0	Ctrl+Shift+0
Group rows or columns	Alt+Shift+Right Arrow	Option+Shift+Right Arrow	Alt+Shift+Right Arrow
Ungroup rows or columns	Alt+Shift+Left Arrow	Option+Shift+Left Arrow	Alt+Shift+Left Arrow
Expand grouped rows or columns	Alt+Shift+Down Arrow	Option+Shift+Down Arrow	Alt+Shift+Down Arrow
Collapse grouped rows or columns	Alt+Shift+Up Arrow	Option+Shift+Up Arrow	Alt+Shift+Up Arrow
<b>Use formulas</b>			

Task description	Shortcut		
	PC	Mac	Chrome OS
Show all formulas	Ctrl+~	Ctrl+~	Ctrl+~
Insert array formula	Ctrl+Shift+Enter	⌘+Shift+Enter	Ctrl+Shift+Enter
Collapse an expanded array formula	Ctrl+e	⌘+e	Ctrl+e
Show/hide formula help (when entering a formula)	Shift+F1	Shift+Fn+F1	Shift+Search+1
Full/compact formula help (when entering a formula)	F1	Fn+F1	Search+1
Absolute/relative references (when entering a formula)	F4	Fn+F4	Search+4
Toggle formula result previews (when entering a formula)	F9	Fn+F9	Search+9
Resize formula bar (move up or down)	Ctrl+Up / Ctrl+Down	Ctrl+Option+Up / Ctrl+Option+Down	Ctrl+Shift+Up Arrow / Ctrl+Shift+Down Arrow
<b>Help for screen readers</b>			
<a href="#">Turn on screen reader support</a> <a href="#">Learn more about using Google Sheets with a screen reader</a>	Ctrl+Alt+z	⌘+Option+z	Ctrl+Alt+z
Read column	Ctrl+Alt+Shift+c	⌘+Option+Shift+c	Ctrl+Alt+Shift+c
Read row	Ctrl+Alt+Shift+r	⌘+Option+Shift+r	Ctrl+Alt+Shift+r