

Data

1. Clean-up suggestions - Alt + A, Y or Alt + D, Y
2. Create a filter - Alt + H, S, F or Alt + D, F
3. Data validation - Alt + A, V or Alt + D, L or Alt + D, V
4. Define named range - Alt + M, N or Alt + I, N or Alt + D, N
5. Freeze 1 column - Alt + W, F, C or Alt + V, R, L
6. Freeze 1 row - Alt + W, F, R or Alt + V, R, O
7. Freeze 2 columns - Alt + V, R, M
8. Freeze 2 rows - Alt + V, R, W
9. Freeze no columns - Alt + V, R, C
10. Freeze no rows - Alt + V, R, R
11. Freeze up to current column (A) - Alt + V, R, P
12. Freeze up to current row (1) - Alt + V, R, U
13. Insert chart - Alt + F1 or Alt + N, K or Alt + I, H
14. Insert function: AVERAGE - Alt + H, U, A or Alt + M, U, A or Alt + I, U, A
15. Insert function : COUNT - Alt + H, U, C or Alt + M, U, C or Alt + I, U, C
16. Insert function : MAX - Alt + H, U, M or Alt + M, U, M or Alt + I, U, M
17. Insert function: MIN - Alt + H, U, I or Alt + M, U, I or Alt + I, U, I
18. Insert function: SUM - Alt + H, U, S or Alt + M, U, S or Alt + I, U, S
19. Insert pivot table - Alt + N, V or Alt + D, P
20. Protect sheet - Alt + H, O, P or Alt + R, P or Alt + T, P or Alt + T, T
21. Remove duplicate rows - Alt + A, M or Alt + D, M
22. Sort range - Alt + H, S, U or Alt + D, S
23. Sort range by column A (A to Z) - Alt + H, S, S or Alt + D, R
24. Sort range by column A (Z to A) - Alt + H, S, O or Alt + D, T
25. Split text to columns - Alt + A, E or Alt + D, E
26. Trim whitespace - Alt + D, I

Editing

1. Clear notes - Alt + H, E, M or Alt + E, A, M
2. Copy - Alt + H, C, C or Alt + E, C
3. Cut - Alt + H, X or Alt + E, T
4. Delete - Alt + H, D, S or Alt + E, L
5. Delete column A - Alt + H, D, C
6. Delete row 1 - Alt + H, D, R or Alt + E, D
7. Delete rows/columns or Open delete menu - Ctrl + - or Alt + H, D, D
8. Delete values - Alt + H, E, C or Alt + E, A, C or Alt + E, V
9. Fill down - Alt + H, F, I, D or Alt + E, I, D
10. Fill right - Alt + H, F, I, R or Alt + E, I, R
11. Group - Alt + A, G or Alt + D, G, G

12. Insert 1 column left - Alt + H, I, C or Alt + I, C
13. Insert 1 column right - Alt + I, O
14. Insert 1 row above - Alt + H, I, R or Alt + I, R
15. Insert 1 row below - Alt + I, B
16. Insert cells and shift down - Alt + I, D
17. Insert checkbox - Alt + I, X
18. Insert link - Alt + N, I or Alt + I, I or Alt + I, K
19. Insert new sheet - Alt + Shift + F1 or Alt + H, I, S or Alt + I, W or Alt + I, S
20. Insert rows/columns or Open insert menu - Ctrl + Shift + = or Ctrl + = or Alt + H, I, I or Alt + I, E
21. Paste - Alt + H, V, P or Alt + E, P
22. Paste all except borders - Alt + H, V, B or Alt + E, S, B
23. Paste column width only - Alt + H, V, W
24. Paste format only - Alt + H, V, R
25. Paste formula only - Alt + H, V, F
26. Paste transposed - Alt + H, V, T or Alt + E, S, E
27. Paste values only - Alt + H, V, V
28. Redo - Alt + 3 or Alt + E, R
29. Text rotation : rotate down - Alt + H, F, Q, D or Alt + O, R, D
30. Text rotation : rotate up - Alt + H, F, Q, U
31. Text rotation : stack vertically - Alt + H, F, Q, V or Alt + O, R, V
32. Text rotation : tilt down - Alt + H, F, Q, L or Alt + O, R, W
33. Text rotation : tilt up - Alt + H, F, Q, O or Alt + O, R, P
34. Undo - Alt + 2 or Alt + E, U
35. Ungroup - Alt + A, U or Alt + D, G, U or Alt + D, U

Formatting

1. Align center - Alt + H, A, C or Alt + O, A, C
2. Align left - Alt + H, A, L or Alt + O, A, L
3. Align right - Alt + H, A, R or Alt + O, A, R
4. Apply all borders - Alt + H, B, A
5. Apply bottom border - Alt + H, B, O
6. Apply left border - Alt + H, B, L
7. Apply outer border - Alt + H, B, S
8. Apply right border - Alt + H, B, R
9. Apply top border - Alt + H, B, P
10. Bold - Ctrl + 2 or Alt + H, 1 or Alt + O, B
11. Clear formatting - Alt + H, E, F or Alt + E, A, F
12. Conditional formatting - Alt + H, L or Alt + O, D or Alt + O, F
13. Decrease decimal places - Alt + H, 9
14. Increase decimal places - Alt + H, 0
15. Italic - Ctrl + 3 or Alt + H, 2 or Alt + O, I
16. Merge all cells - Alt + H, M, M or Alt + O, M, A

17. Merge cells horizontally - Alt + H, M, A or Alt + O, M, H
18. Number format: accounting - Alt + H, A, N or Alt + O, N, A
19. Number format: automatic - Ctrl + Shift + ` or Alt + O, N, M
20. Number format: currency - Alt + O, N, C
21. Number format: currency rounded - Alt + O, N, R
22. Number format: date - Alt + O, N, D
23. Number format: date-time - Alt + O, N, I
24. Number format: duration - Alt + O, N, U
25. Number format: financial - Alt + O, N, F
26. Number format: number - Alt + H, K or Alt + O, N, N
27. Number format: percent - Alt + H, P or Alt + O, N, P
28. Number format: plain text - Alt + O, N, X
29. Number format: scientific - Alt + O, N, S
30. Number format: time - Alt + O, N, T
31. Remove borders - Ctrl + Shift + - or Alt + H, B, N
32. Resize column - Alt + H, O, I or Alt + O, C, A
33. Resize row - Alt + H, O, A or Alt + O, R, A
34. Strikethrough - Ctrl + 5 or Alt + O, K
35. Text align: bottom - Alt + H, A, B or Alt + O, A, B
36. Text align: middle - Alt + H, A, M or Alt + O, A, M
37. Text align: top - Alt + H, A, T or Alt + O, A, T
38. Underline - Ctrl + 4 or Alt + H, 3, U or Alt + O, U
39. Unmerge cells - Alt + H, M, U or Alt + O, M, U
40. Wrap text - Alt + H, W or Alt + O, W, W

File commands

1. New spreadsheet - Alt + F, N or Alt + W, N
2. Open - Alt + F, O
3. Print - Ctrl + F2 or Alt + F, P
4. Settings - Alt + F, T or Alt + F, G
5. Share - Alt + F, H or Alt + T, B

Help

1. Help Center - F1

Menus

1. Format menu - Ctrl + 1

Navigation

1. Enter current comment - Alt + A, C, E
2. Find and replace - Alt + H, F, D, R or Alt + E, E or Alt + E, F
3. Go to range - F5 or Alt + E, G
4. Move to next comment - Alt + A, C, N
5. Move to previous comment - Alt + A, C, P

Review

1. Insert comment - Alt + R, C or Alt + I, M
2. Open comment history - Alt + A, C, O or Alt + R, A or Alt + V, C
3. Spell check - F7 or Alt + R, S or Alt + T, S, S

Screen reader support

1. Verbalize column - Alt + A, S, L
2. Verbalize comment - Alt + A, S, T
3. Verbalize comment anchor - Alt + A, S, A
4. Verbalize formatting - Alt + A, S, F
5. Verbalize row - Alt + A, S, R

Selection

1. Select all - Ctrl + Shift + 8

View

1. Collapse group - Alt + A, H or Alt + D, G, H
2. Expand group - Alt + A, J or Alt + D, G, S
3. Fullscreen - Ctrl + F1 or Alt + V, U
4. Hide columns - Ctrl + 0 or Alt + H, O, U, C or Alt + O, C, H
5. Hide rows - Ctrl + 9 or Alt + H, O, U, R or Alt + O, R, H
6. Hide sheet - Alt + H, O, U, S or Alt + O, H
7. Show all formulas - Alt + M, H or Alt + V, A
8. Show formula bar - Ctrl + Shift + U or Alt + W, V, F or Alt + V, F
9. Show gridlines - Alt + W, V, G or Alt + V, G
10. Unhide columns - Alt + H, O, U, L or Alt + O, C, U
11. Unhide rows - Alt + H, O, U, O or Alt + O, R, U