

| Command                    | Chromebook                                             | PC                  | Mac                                                                   |
|----------------------------|--------------------------------------------------------|---------------------|-----------------------------------------------------------------------|
| Italicize                  | Control+I                                              | Control+I           | Command+I                                                             |
| Underline                  | Control+U                                              | Control+U           | Command+U                                                             |
| Zoom in                    | Control+Plus (+)                                       | Control+Plus (+)    | Option+Commad+Plus (+)                                                |
| Zoom out                   | Control+Minus (-)                                      | Control+Minus (-)   | Option+Commad+Minus (-)                                               |
| Select column              | Control+Spacebar                                       | Control+Spacebar    | Command+Spacebar                                                      |
| Select row                 | Shift+Spacebar                                         | Control+Y           | Up Arrow+Spacebar                                                     |
| Select all cells           | Control+A                                              | Control+A           | Command+A                                                             |
| Edit the current cell      | Enter                                                  | F2                  | F2                                                                    |
| Comment on a cell          | Ctrl + Alt +m                                          | Alt+I+M             | Option+Command+M                                                      |
| Insert column to the left  | Ctrl + Alt + = (with columns selected) Alt + i, then c | Alt+Shift+I, then C | Command + Option + = (with columns selected)Ctrl + Option + i, then c |
| Insert column to the right | Alt + i, then o                                        | Alt+Shift+I, then O | Ctrl + Option + i, then o                                             |
| Insert row above           | Ctrl + Alt + = (with rows selected) Alt + i, then r    | Alt+Shift+I, then R | Command + Option + = (with rows selected)Ctrl + Option + i, then r    |
| Insert row below           | Alt + i, then w                                        | Alt+Shift+I, then W | Ctrl + Option + i, then r                                             |