



## 99 Google Sheets Shortcuts

No.	Action	Google Sheets Shortcuts	Section
1	Open	Ctrl + O	Most Used Google Sheets Shortcuts
2	Save	Ctrl + S	Most Used Google Sheets Shortcuts
3	Print	Ctrl + P	Most Used Google Sheets Shortcuts
4	Copy	Ctrl + C	Most Used Google Sheets Shortcuts
5	Cut	Ctrl + X	Most Used Google Sheets Shortcuts
6	Paste	Ctrl + V	Most Used Google Sheets Shortcuts
7	Paste Values only	Ctrl + Shift + V	Most Used Google Sheets Shortcuts
8	Select Column	Ctrl + Spacebar	Most Used Google Sheets Shortcuts
9	Select Row	Shift + Spacebar	Most Used Google Sheets Shortcuts
10	Select All	Ctrl + A	Most Used Google Sheets Shortcuts
11	Undo	Ctrl + Z	Most Used Google Sheets Shortcuts
12	Redo	Ctrl + Y	Most Used Google Sheets Shortcuts
13	Find	Ctrl + F	Most Used Google Sheets Shortcuts
14	Find & Replace	Ctrl + H	Most Used Google Sheets Shortcuts
15	Fill Range	Ctrl + Enter	Most Used Google Sheets Shortcuts
16	Fill Down	Ctrl + D	Most Used Google Sheets Shortcuts
17	Fill Right	Ctrl + R	Most Used Google Sheets Shortcuts
18	Insert new sheet	Shift + F11	Most Used Google Sheets Shortcuts
19	Compact controls	Ctrl + Shift + F	Most Used Google Sheets Shortcuts
20	Select input tools	Ctrl + Alt + Shift + K	Most Used Google Sheets Shortcuts
21	Search the menus	Alt + /	Most Used Google Sheets Shortcuts
22	Common Keyboard Shortcuts	Ctrl + /	Most Used Google Sheets Shortcuts
23	Move to beginning of row	Home key	Spreadsheet Navigation Shortcuts
24	Move to beginning of sheet	Ctrl + Home key	Spreadsheet Navigation Shortcuts
25	Move to end of row	End key	Spreadsheet Navigation Shortcuts
26	Move to end of sheet	Ctrl + End key	Spreadsheet Navigation Shortcuts
27	Scroll to active cell	Ctrl + Backspace	Spreadsheet Navigation Shortcuts
28	Move to next sheet	Alt + Down Arrow key	Spreadsheet Navigation Shortcuts
29	Move to previous sheet	Alt + Up Arrow key	Spreadsheet Navigation Shortcuts
30	Display list of sheets	Alt + Shift + K	Spreadsheet Navigation Shortcuts
31	Open hyperlink	Alt + Enter	Spreadsheet Navigation Shortcuts
32	Open Explore	Alt + Shift + X	Spreadsheet Navigation Shortcuts
33	Go to side panel	Ctrl + Alt + .	Spreadsheet Navigation Shortcuts
34	Move focus out of spreadsheet	Ctrl + Alt + Shift + M	Spreadsheet Navigation Shortcuts
35	Open drop-down menu on filtered cell	Ctrl + Alt + R	Spreadsheet Navigation Shortcuts
36	Open revision history	Ctrl + Alt + Shift + H	Spreadsheet Navigation Shortcuts
37	Close drawing editor	Shift + Esc	Spreadsheet Navigation Shortcuts
38	Apply top border	Alt + Shift + 1	Format Cells Shortcuts
39	Apply right border	Alt + Shift + 2	Format Cells Shortcuts
40	Apply bottom border	Alt + Shift + 3	Format Cells Shortcuts
41	Apply left border	Alt + Shift + 4	Format Cells Shortcuts
42	Remove borders	Alt + Shift + 6	Format Cells Shortcuts
43	Apply outer border	Alt + Shift + 7	Format Cells Shortcuts
44	Bold	Ctrl + B	Format Cells Shortcuts
45	Underline	Ctrl + U	Format Cells Shortcuts
46	Italic	Ctrl + I	Format Cells Shortcuts
47	Strikethrough	Alt + Shift + 5	Format Cells Shortcuts
48	Center align	Ctrl + Shift + E	Format Cells Shortcuts
49	Left align	Ctrl + Shift + I	Format Cells Shortcuts
50	Right align	Ctrl + Shift + R	Format Cells Shortcuts
51	Insert link	Ctrl + K	Format Cells Shortcuts
52	Insert time	Ctrl + Shift + ;	Format Cells Shortcuts
53	Insert date	Ctrl + ;	Format Cells Shortcuts
54	Insert date and time	Ctrl + Alt + Shift + ;	Format Cells Shortcuts
55	Format as decimal	Ctrl + Shift + 1	Format Cells Shortcuts
56	Format as time	Ctrl + Shift + 2	Format Cells Shortcuts
57	Format as date	Ctrl + Shift + 3	Format Cells Shortcuts
58	Format as currency	Ctrl + Shift + 4	Format Cells Shortcuts
59	Format as percentage	Ctrl + Shift + 5	Format Cells Shortcuts
60	Format as exponent	Ctrl + Shift + 6	Format Cells Shortcuts
61	Clear formatting	Ctrl + \	Format Cells Shortcuts
62	Insert/edit note	Shift + F2	Notes & Comments Shortcuts



No.	Action	Google Sheets Shortcuts	Section
63	Insert/edit comment	Ctrl + Alt + M	Notes & Comments Shortcuts
64	Open comment discussion thread	Ctrl + Alt + Shift + A	Notes & Comments Shortcuts
65	Insert rows above	Ctrl + Alt ++	Add or Change Rows & Columns Shortcuts
66	Insert columns to the left	Ctrl + Alt ++	Add or Change Rows & Columns Shortcuts
67	Insert columns to the right	Ctrl + Alt ++	Add or Change Rows & Columns Shortcuts
68	Delete rows	Ctrl + Alt +-	Add or Change Rows & Columns Shortcuts
69	Delete columns	Ctrl + Alt +-	Add or Change Rows & Columns Shortcuts
70	Hide row	Ctrl + Alt + 9	Add or Change Rows & Columns Shortcuts
71	Unhide row	Ctrl + Shift + 9	Add or Change Rows & Columns Shortcuts
72	Hide column	Ctrl + Alt + 0	Add or Change Rows & Columns Shortcuts
73	Unhide column	Ctrl + Shift + 0	Add or Change Rows & Columns Shortcuts
74	Group rows or columns	Alt + Shift + Right Arrow key	Add or Change Rows & Columns Shortcuts
75	Ungroup rows or columns	Alt + Shift + Left Arrow key	Add or Change Rows & Columns Shortcuts
76	Expand grouped rows or columns	Alt + Shift + Down Arrow key	Add or Change Rows & Columns Shortcuts
77	Collapse grouped rows or columns	Alt + Shift + Up Arrow key	Add or Change Rows & Columns Shortcuts
78	Show all formulas	Ctrl + ~	Formulas Shortcuts
79	Insert array formula	Ctrl + Shift + Enter	Formulas Shortcuts
80	Collapse an expanded array formula	Ctrl + E	Formulas Shortcuts
81	Show or hide formula help	Shift + F1	Formulas Shortcuts
82	Full or compact formula help	F1	Formulas Shortcuts
83	Absolute or relative references	F4	Formulas Shortcuts
84	Toggle formula result previews	F9	Formulas Shortcuts
85	Resize formula bar	Ctrl + Up Arrow key	Formulas Shortcuts
86	File menu	Alt + F	Spreadsheet Menu Shortcuts
87	Edit menu	Alt + E	Spreadsheet Menu Shortcuts
88	View menu	Alt + V	Spreadsheet Menu Shortcuts
89	Insert menu	Alt + I	Spreadsheet Menu Shortcuts
90	Format menu	Alt + O	Spreadsheet Menu Shortcuts
91	Data menu	Alt + D	Spreadsheet Menu Shortcuts
92	Tools menu	Alt + T	Spreadsheet Menu Shortcuts
93	Open insert menu	Ctrl + Alt + =	Spreadsheet Menu Shortcuts
94	Open delete menu	Ctrl + Alt + -	Spreadsheet Menu Shortcuts
95	Form menu	Alt + M	Spreadsheet Menu Shortcuts
96	Add-ons menu	Alt + N	Spreadsheet Menu Shortcuts
97	Help menu	Alt + H	Spreadsheet Menu Shortcuts
98	Sheet menu	Alt + Shift + S	Spreadsheet Menu Shortcuts
99	Context menu	Ctrl + Shift + \	Spreadsheet Menu Shortcuts

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