



## Airtable Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Show this list in Airtable	Ctrl + /	Most used Airtable Shortcuts
2	Undo action	Ctrl + Z	Most used Airtable Shortcuts
3	Redo action	Ctrl + Y	Most used Airtable Shortcuts
4	Print the current table view or current expanded record	Ctrl + P	Most used Airtable Shortcuts
5	Opens the table switcher in the current base	Ctrl + J	Most used Airtable Shortcuts
6	Opens the quick base switcher if on the home screen or inside a base	Ctrl + K	Most used Airtable Shortcuts
7	Opens the view switcher in the current base	Ctrl + Shift + K	Most used Airtable Shortcuts
8	Opens the filter menu in the current view. Press Enter to create a new filter	Ctrl + Shift + F	Most used Airtable Shortcuts
9	Opens the grouped records menu in the current view	Ctrl + Shift + D	Most used Airtable Shortcuts
10	Opens the sort menu in the current view	Ctrl + Shift + S	Most used Airtable Shortcuts
11	Toggles blocks	Ctrl + Shift + \	Most used Airtable Shortcuts
12	Opens find bar. Use Esc to close find bar	Ctrl + F	Most used Airtable Shortcuts
13	Sets the selected date/datetime field to now	Ctrl + ;	Most used Airtable Shortcuts
14	Scroll to edge of gallery	Ctrl + Up & Down Arrow key	Most used Airtable Shortcuts
15	Scroll kanban board to the left by one stack	Left Arrow key	Kanban View Shortcuts
16	Scroll kanban board to the right by one stack	Right Arrow key	Kanban View Shortcuts
17	Scroll kanban board to the left edge	Ctrl + Left Arrow key	Kanban View Shortcuts
18	Scroll kanban board to the right edge	Ctrl + Right Arrow key	Kanban View Shortcuts
19	Scroll all stacks to top	Ctrl + Up Arrow key	Kanban View Shortcuts
20	Scroll all stacks to bottom	Ctrl + Down Arrow key	Kanban View Shortcuts
21	Copy a cell or range of cells	Ctrl + C	Grid View Shortcuts
22	Cut a cell or range of cells	Ctrl + X	Grid View Shortcuts
23	Paste a cell	Ctrl + V	Grid View Shortcuts
24	Expand the active record (use Esc to return to table)	Spacebar	Grid View Shortcuts
25	Expand the active cell	Shift + Spacebar	Grid View Shortcuts
26	Scrolls one screen up	Page Up key	Grid View Shortcuts
27	Scrolls one screen down	Page Down key	Grid View Shortcuts
28	Scrolls one screen left or right	Alt + Page Up key	Grid View Shortcuts
29	Scrolls one screen left or right	Alt + Page Down key	Grid View Shortcuts
30	Jump to the edge of the table	Ctrl + Arrow keys	Grid View Shortcuts
31	Jump to edge of table and select cells	Ctrl + Shift + Arrow keys	Grid View Shortcuts
32	Select range of cells.	Shift + Arrow keys	Grid View Shortcuts
33	Insert a record below the selected cell	Shift + Enter	Grid View Shortcuts
34	Edit the selected cell	F2	Grid View Shortcuts
35	Duplicate a record or field	Alt + Mouse Scroll	Grid View Shortcuts
36	Move to the previous or next record while viewing an expanded record	Ctrl + Shift + <	Expand Record Shortcuts
37	Move to the previous or next record while viewing an expanded record	Ctrl + Shift + >	Expand Record Shortcuts
38	Close expanded record	Esc	Expand Record Shortcuts

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