



Smartsheet Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Enter full screen	Ctrl + F1	Most used Smartsheet Shortcuts
2	Exit full screen	Ctrl + F1	Most used Smartsheet Shortcuts
3	Cut	Ctrl + X	Most used Smartsheet Shortcuts
4	Copy	Ctrl + C	Most used Smartsheet Shortcuts
5	Paste	Ctrl + V	Most used Smartsheet Shortcuts
6	Saves all unsaved information	Ctrl + S	Most used Smartsheet Shortcuts
7	Enters edit mode on selected cell	F2	Most used Smartsheet Shortcuts
8	Undo	Ctrl + Z	Most used Smartsheet Shortcuts
9	Redo	Ctrl + Y	Most used Smartsheet Shortcuts
10	Fill down	Ctrl + D	Most used Smartsheet Shortcuts
11	Open the Hyperlink dialog for selected cell	Ctrl + K	Most used Smartsheet Shortcuts
12	Open the Edit Widget dialog for the selected dashboard widget	Enter	Most used Smartsheet Shortcuts
13	Open a Sheet	Ctrl + /	Most used Smartsheet Shortcuts
14	Find information within a sheet	Ctrl + F	Most used Smartsheet Shortcuts
15	Open the Search dialog for advanced search options	Ctrl + Shift + F	Most used Smartsheet Shortcuts
16	Display the Go To Row dialog to navigate to a specific row in the sheet	Ctrl + G	Most used Smartsheet Shortcuts
17	Go to the first cell of the current row	Home	Most used Smartsheet Shortcuts
18	Move to the last cell of the current row	End	Most used Smartsheet Shortcuts
19	Takes you to the top left cell of a sheet	Ctrl + Home	Most used Smartsheet Shortcuts
20	Takes you to the bottom right cell of a sheet	Ctrl + End	Most used Smartsheet Shortcuts
21	Moves you up in a sheet	Page Up key	Most used Smartsheet Shortcuts
22	Moves you down in a sheet	Page Down key	Most used Smartsheet Shortcuts
23	Open the File menu	Alt + F	Most used Smartsheet Shortcuts
24	Indent the row	Ctrl +]	Most used Smartsheet Shortcuts
25	Outdent the row	Ctrl + [Most used Smartsheet Shortcuts
26	Select card	Arrow keys	Most used Smartsheet Shortcuts
27	Expand or collapse card	Spacebar	Most used Smartsheet Shortcuts
28	Open the Edit Row dialog	Enter	Most used Smartsheet Shortcuts
29	Add a card	Shift + Enter	Most used Smartsheet Shortcuts
30	Move focus forward to the next accessible region	Ctrl + F6	Most used Smartsheet Shortcuts
31	Move focus backward to the previous accessible region	Ctrl + Shift + F6	Most used Smartsheet Shortcuts
32	Inserts a carriage return or line break in Text/Number cells	Ctrl + Enter	Formatting Shortcuts
33	Italic	Ctrl + I	Formatting Shortcuts
34	Underline	Ctrl + U	Formatting Shortcuts
35	Bold	Ctrl + B	Formatting Shortcuts
36	Inserts a bullet point in the cell	Alt + 0 then 1 then 4 then 9	Formatting Shortcuts
37	Inserts a row above the selected row	Insert	Insert or Select Shortcuts
38	Selects the entire column of your active or selected cells	Ctrl + Spacebar	Insert or Select Shortcuts
39	Highlight all rows/cells above the row/cell you selected	Ctrl + Shift + Up Arrow key	Insert or Select Shortcuts
40	Highlight all rows/cells below the row/cell you selected	Ctrl + Shift + Down Arrow key	Insert or Select Shortcuts
41	Selects the entire row of your active or selected cells	Shift + Spacebar	Insert or Select Shortcuts
42	Display or remove a checkbox, star, or flag in the selected cell	Spacebar	Insert or Select Shortcuts
43	Open the Edit Row dialog	Ctrl + E	Insert or Select Shortcuts
44	Inserts today's date	T	Working with date Shortcuts
45	Enters a date n days from today's date	+ then Number	Working with date Shortcuts
46	Enters a date n days before today's date	- then Number	Working with date Shortcuts
47	Creates an absolute reference	Ctrl + L	Formulas Shortcuts
48	Insert \$ after column name	Ctrl + L then L	Formulas Shortcuts
49	Insert \$ around column name	Ctrl + L then L then L	Formulas Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)