

Most Used Google Sheets Shortcuts

Action	Google Sheets Shortcuts
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste Values only	Ctrl + Shift + V
Select Column	Ctrl + Spacebar
Select Row	Shift + Spacebar
Select All	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Find & Replace	Ctrl + H
Fill Range	Ctrl + Enter
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Insert new sheet	Shift + F11
Compact controls	Ctrl + Shift + F
Select input tools	Ctrl + Alt + Shift + K
Search the menus	Alt + /
Common Keyboard Shortcuts	Ctrl + /



Spreadsheet Navigation Shortcuts

Action	Google Sheets Shortcuts
Move to the beginning of the row	Home key
Move to the beginning of the sheet	Ctrl + Home key
Move to the end of the row	End key
Move to the end of the sheet	Ctrl + End key
Scroll to an active cell	Ctrl + Backspace
Move to the next sheet	Alt + Down Arrow key
Move to the previous sheet	Alt + Up Arrow key
Display a list of sheets	Alt + Shift + K
Open hyperlink	Alt + Enter
Open Explore	Alt + Shift + X
Go to the side panel	Ctrl + Alt + .
Move to focus out of a spreadsheet	Ctrl + Alt + Shift + M
The open drop-down menu on filtered cell	Ctrl + Alt + R
Open revision history	Ctrl + Alt + Shift + H
Close drawing editor	Shift + Esc



Format Cells Shortcuts

Action	Google Sheets Shortcuts
Apply top border	Alt + Shift + 1
Apply right border	Alt + Shift + 2
Apply bottom border	Alt + Shift + 3
Apply left border	Alt + Shift + 4
Remove borders	Alt + Shift + 6
Apply outer border	Alt + Shift + 7
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Strikethrough	Alt + Shift + 5
Center align	Ctrl + Shift + E
Left align	Ctrl + Shift + L
Right align	Ctrl + Shift + R
Insert link	Ctrl + K
Insert time	Ctrl + Shift + ;
Insert date	Ctrl + ;
Insert date and time	Ctrl + Alt + Shift + ;
Format as decimal	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4
Format as Percentage	Ctrl + Shift + 5
Format as exponent	Ctrl + Shift + 6
Clear formatting	Ctrl + \



Notes & Comments Shortcuts

Action	Google Sheets Shortcuts
Insert/edit note	Shift + F2
Insert/edit comment	Ctrl + Alt + M
Open comment discussion thread	Ctrl + Alt + Shift + A

Add or Change Rows & Columns Shortcuts

Action	Google Sheets Shortcuts
Insert rows above	Ctrl + Alt + +
Insert columns to the left	Ctrl + Alt + +
Insert columns to the right	Ctrl + Alt + +
Delete rows	Ctrl + Alt + -
Delete columns	Ctrl + Alt + -
Hide row	Ctrl + Alt + 9
Unhide row	Ctrl + Shift + 9
Hide column	Ctrl + Alt + 0
Unhide column	Ctrl + Shift + 0
Group rows or columns	Alt + Shift + Right Arrow key
Ungroup rows or columns	Alt + Shift + Left Arrow key
Expand grouped rows or columns	Alt + Shift + Down Arrow key
Collapse-grouped rows or columns	Alt + Shift + Up Arrow key



Formulas Shortcuts

Action	Google Sheet Shortcut keys
Show all formulas	Ctrl + ~
Insert array formula	Ctrl + Shift + Enter
Collapse an expanded array formula	Ctrl + E
Show or hide formula help	Shift + F1
Full or compact formulas help	F1
Absolute or relative references	F4
Toggle formula result previews	F9
Resize formula bar	Ctrl + Up Arrow key

Spreadsheet Menu Shortcuts

Action	Google Sheet Shortcut keys
File menu	Alt + F
Edit menu	Alt + E
View menu	Alt + V
Insert menu	Alt + I
Format menu	Alt + O
Data menu	Alt + D
Tools menu	Alt + T
Open insert menu	Ctrl + Alt + =
Open delete menu	Ctrl + Alt + -
Form menu 	Alt + M 
Add-ons menu	Alt + N
Help menu	Alt + H
Sheet menu	Alt + Shift + S
Context menu	Ctrl + Shift + \

All these Google Sheets shortcuts will help you create spreadsheets of all types, including contact lists, budgets, financial statements, and much more. Another web-based tool that is used as often as Google Sheets is Google Docs. Have a look at the detailed list of [Google Docs shortcuts](#).

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