CHEAT SHEET

Google Sheets keyboard shortcuts: a cheat sheet grouped by task

APPLIO BLOG
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MOVE AROUND A SHEET

Ctrl + arrow key	Cmd + arrow key	Jump to the edge of the current block of data
Home / End	Fn + Left / Right	Start or end of the row
Ctrl + Home	Cmd + Fn + Left	Go to the beginning of the sheet
Ctrl + End	Cmd + Fn + Right	Go to the end of the sheet
Ctrl + Backspace	Cmd + Backspace	Scroll back to the active cell
Alt + Down / Up	Option + Down / Up	Next or previous sheet tab
Alt + Shift + K	Option + Shift + K	Show a list of all sheets in the file
Ctrl + F	Cmd + F	Find in the current sheet
Ctrl + H	Cmd + Shift + H	Find and replace

SELECT CELLS, ROWS AND COLUMNS

Shift + arrow key	Shift + arrow key	Extend the selection one cell at a time
Ctrl + Shift + arrow key	Cmd + Shift + arrow key	Select to the edge of the data
Ctrl + Space	Ctrl + Space	Select the whole column
Shift + Space	Shift + Space	Select the whole row
Ctrl + A	Cmd + A	Select all

EDIT AND FILL DATA

Enter	Return	Start editing the selected cell
Esc	Esc	Cancel the edit and keep the old value
Ctrl + Enter	Cmd + Enter	Fill the selected range with what you typed
Ctrl + D	Cmd + D	Fill down from the top cell of the selection
Ctrl + R	Cmd + R	Fill right from the left cell of the selection
Ctrl + Shift + V	Cmd + Shift + V	Paste values only, without formatting or formulas
Ctrl + ;	Cmd + ;	Insert today's date
Ctrl + Shift + ;	Cmd + Shift + ;	Insert the current time
Ctrl + Alt + Shift + ;	Cmd + Option + Shift + ;	Insert the date and time
Ctrl + K	Cmd + K	Insert a link
Alt + Enter	Option + Enter	Open the link in the selected cell
Ctrl + Z	Cmd + Z	Undo
Ctrl + Y	Cmd + Y	Redo

FORMAT CELLS

Ctrl + B / I / U	Cmd + B / I / U	Bold, italic, underline
Alt + Shift + 5	Cmd + Shift + X	Strikethrough
Ctrl + Shift + L / E / R	Cmd + Shift + L / E / R	Align left, centre or right
Ctrl + Shift + 1	Ctrl + Shift + 1	Number format with decimals
Ctrl + Shift + 3	Ctrl + Shift + 3	Date format
Ctrl + Shift + 4	Ctrl + Shift + 4	Currency format
Ctrl + Shift + 5	Ctrl + Shift + 5	Percentage format
Alt + Shift + 7	Option + Shift + 7	Outer border around the selection
Alt + Shift + 6	Option + Shift + 6	Remove borders
Ctrl + \	Cmd + \	Clear formatting

ROWS, COLUMNS AND GROUPS

Ctrl + Alt + =	Cmd + Option + =	Insert rows above or columns to the left (with rows or columns selected)
Ctrl + Alt + -	Cmd + Option + -	Delete the selected rows or columns
Ctrl + Alt + 9	Cmd + Option + 9	Hide rows
Ctrl + Shift + 9	Cmd + Shift + 9	Unhide rows
Ctrl + Alt + 0	Cmd + Option + 0	Hide columns
Ctrl + Shift + 0	Cmd + Shift + 0	Unhide columns
Alt + Shift + Right	Option + Shift + Right	Group the selected rows or columns
Alt + Shift + Left	Option + Shift + Left	Ungroup them
Alt + Shift + Down / Up	Option + Shift + Down / Up	Expand or collapse a group
Shift + F11	Shift + Fn + F11	Insert a new sheet

FORMULAS

F4	Fn + F4	Cycle a reference through absolute and relative (A1, A$1, $A1, A1) while typing a formula
Ctrl + ~	Ctrl + ~	Show all formulas instead of results
F1	Fn + F1	Switch between full and compact formula help while typing
Shift + F1	Shift + Fn + F1	Show or hide formula help
F9	Fn + F9	Turn formula result previews on or off while typing
Ctrl + Shift + Enter	Cmd + Shift + Enter	Insert an array formula

COMMENTS, NOTES AND HISTORY

Ctrl + Alt + M	Cmd + Option + M	Add or edit a comment
Shift + F2	Shift + F2	Add or edit a note
Ctrl + Alt + Shift + A	Cmd + Option + Shift + A	Open the comment threads
Ctrl + Alt + Shift + H	Cmd + Option + Shift + H	Open version history
Ctrl + Alt + Shift + I	Cmd + Option + Shift + I	Open Explore