



Google sheets shortcuts (WINDOWS)



Common actions

Select column.....	Ctrl+Space
Select row.....	Shift+Space
Select all.....	Ctrl+a; Ctrl+Shift+Space
Undo / Redo.....	Ctrl+z or Ctrl+y
Find.....	Ctrl+f
Find and replace.....	Ctrl+h
Fill range.....	Ctrl+Enter
Fill down.....	Ctrl+d
Fill right.....	Ctrl+r
Open.....	Ctrl+o
Print.....	Ctrl+p
Copy, cut, paste.....	Ctrl+c, x, v
Paste values only.....	Ctrl+Shift+v
Show keyboard shortcuts.....	Ctrl+/
Insert new sheet.....	Shift+F11
Compact controls.....	Ctrl+Shift+f
Input tools on/off.....	Ctrl+Shift+k
Select input tools.....	Ctrl+Alt+Shift+k
Search the menus.....	Alt+/

Format cells

Bold, Italic, Underline.....	Ctrl+b or i or u
Strikethrough.....	Alt+Shift+5
Left or right or center align.....	Ctrl+Shift+l or r or e
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; Ctrl+Shift+7
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+\

Navigate spreadsheet

Move to beginning/end of row.....	Home or End
Move to beginning/end of sheet.....	Ctrl+Home or End
Scroll to active cell.....	Ctrl+Backspace
Move to prev/next sheet.....	Alt+↑/↓
Display list of sheets.....	Alt+Shift+k
Open hyperlink.....	Alt+Enter
Open Explore.....	Alt+Shift+x
Go to side panel.....	Ctrl+Alt+; Ctrl+Alt+;
Move focus out.....	Ctrl+Alt+; Shift+m
Move to quicksum (range selected).....	Alt+Shift+q
Move focus to popup.....	Ctrl+Alt, press e then p
Open drop-down menu filtered cell.....	Ctrl+Alt+r
Open revision history.....	Ctrl+Alt+Shift+h
Open chat inside the spreadsheet.....	Shift+Esc
Close drawing editor.....	Shift+Esc

Edit notes and comments

Insert/edit note.....	Shift+F2
Insert/edit comment.....	Ctrl+Alt+m
Open comment discussion.....	Ctrl+Alt+Shift+a
Enter current comment.....	Ctrl+Alt, press e then c
Move to next comment.....	Ctrl+Alt, press n then c
Move to prev comment.....	Ctrl+Alt, press p then c

Open a menu

File menu in Chrome.....	Alt+f
Edit menu in Chrome.....	Alt+e
View menu in Chrome.....	Alt+v
Insert menu in Chrome.....	Alt+i
Format menu in Chrome.....	Alt+o

Data menu in Chrome.....	Alt+d
Tools menu in Chrome.....	Alt+t
Open insert menu.....	Ctrl+Alt+Shift+=
(with cells selected).....	Ctrl+Alt+=
Open delete menu.....	Ctrl+Alt+- (with cells selected)
Form menu in Chrome.....	Alt+m
Add-ons menu in Google Chrome.....	Alt+n
Help menu in Google Chrome.....	Alt+h
Accessibility menu in Chrome.....	Alt+a
Sheet menu.....	Alt+Shift+s
Context menu.....	Ctrl+Shift+\

Add or change rows and columns

Insert rows above.....	Ctrl+Alt+Shift+=;
(with rows selected).....	Ctrl+Alt+=
Insert rows below in Chrome.....	Alt+i, then w
Insert columns to the left.....	Ctrl+Alt+Shift+=
(with columns selected).....	Ctrl+Alt+=
Insert columns right in Chrome.....	Alt+i, then o
Delete rows (with rows selected).....	Ctrl+Alt+-
Delete columns (with columns selected).....	Ctrl+Alt+-
in Google Chrome.....	Alt+e, then e
Hide row/column.....	Ctrl+Alt+9/0
Unhide row/column.....	Ctrl+Shift+9/0
Group/ungroup rows or columns.....	Alt+Shift+← or →
Expand grouped rows/columns.....	Alt+Shift+↓
Collapse grouped rows/columns.....	Alt+Shift+↑

Use formulas

Show all formulas.....	Ctrl+~
Insert array formula.....	Ctrl+Shift+Enter
Collapse an expanded array formula.....	Ctrl+e
Show/hide formula help.....	Shift+F1
Full/compact formula help.....	F1
Absolute/relative references.....	F4
Toggle formula result previews.....	F9
Resize formula bar.....	Ctrl+Up / Ctrl+Down

