

## Google Sheets Shortcuts

Action	Shortcut Keys
Open options	Ctrl + O
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selected cells	Ctrl + C
Repeat last action	Ctrl + Shift + Z or F4
Cut selected cells	Ctrl + X
Paste content from clipboard	Ctrl + V
Display paste special dialog box	Ctrl + Shift + V
Display Find option	Ctrl + F
Display Find & Replace	Ctrl + H
Save[by default save in Drive]	Ctrl + S
Print	Ctrl + P

Show common keyboard shortcuts	Ctrl + /
Insert new sheet	Shift + F11
Borders Shortcuts	
Apply border outline	Alt + Shift + 7
Add border top	Alt + Shift + 1
Add border right	Alt + Shift + 2
Add border bottom	Alt + Shift + 3
Add border left	Alt + Shift + 4
Remove borders	Alt + Shift + 6
<b>Formatting Shortcuts</b>	
Apply bold formatting	Ctrl + B
Apply italic formatting	Ctrl + I
Apply underline formatting	Ctrl + U
Apply strikethrough formatting	Alt + Shift + 5
Align center	Ctrl + Shift + E

Align left	Ctrl + Shift + L
Align right	Ctrl + Shift + R
Clear formatting	Ctrl + \
<b>Number Formatting</b>	
Apply number format	Ctrl + Shift + 1
Apply time format	Ctrl + Shift + 2
Apply Date format	Ctrl + Shift + 3
Apply currency format	Ctrl + Shift + 4
Apply percentage format	Ctrl + Shift + 5
Apply exponent format	Ctrl + Shift + 6
<b>Entering Data</b>	
Move right	Tab
Move left	Shift + Tab
Enter the same data in multiple cells	Ctrl + Enter
Fill down from above cell	Ctrl + D

Fill right from cell left	Ctrl + R
Add hyperlink	Ctrl + K
Insert current time	Ctrl + Shift + ;
Insert current date	Ctrl + ;
Insert current date and time	Ctrl + Alt + Shift + ;
<b>Selection Shortcuts</b>	
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Select entire Google sheet	Ctrl + A
Select entire Google sheet	Ctrl + Shift + Space
Add adjacent cells to selection	Shift + Click
Add non-adjacent cells to selection	Ctrl + Click
Scroll to the active cell	Ctrl + Backspace
<b>Extend Selection Shortcuts</b>	
Extend selection by one cell right	Shift + →

Extend selection by one cell left	Shift + ←
Extend selection by one cell up	Shift + ↑
Extend selection by one cell down	Shift + ↓
Extend the selection to the last cell right	Ctrl + Shift + →
Extend the selection to the last cell left	Ctrl + Shift + ←
Extend the selection to the last cell up	Ctrl + Shift + ↑
Extend the selection to the last cell down	Ctrl + Shift + ↓
Extend selection up one screen	Shift + Page Up
Extend selection down one screen	Shift + Page Down
Extend selection right one screen	Alt + Shift + Page Down
Extend selection left one screen	Alt + Shift + Page Up
<b>Navigation</b>	

Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	Alt + Page Down
Move one screen left	Alt + Page Up
Move one screen up	Page Up
Move one screen down	Page Down
Move to right edge of data region	Ctrl + →
Move to left edge of data region	Ctrl + ←
Move to top edge of data region	Ctrl + ↑
Move to bottom edge of data region	Ctrl + ↓
Move to beginning of row	Home
Move to the beginning of sheet	Ctrl + Home
Move to end of row	End

Move to end of sheet	Ctrl + End
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