

ACTION	SHORTCUT (WINDOWS)	SHORTCUT (MAC)
	COMMON SHORTCUTS	
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Y
Select column	Ctrl + Space	Ctrl + Space
Select row	Shift + Space	Shift + Space
Select all	Ctrl + A	⌘ + A
Find	Ctrl + F	⌘ + F
Find and replace	Ctrl + H	⌘ + Shift + H
Fill range	Ctrl + Enter	⌘ + Enter
Fill down	Ctrl + D	⌘ + D
Fill right	Ctrl + R	⌘ + R
Open	Ctrl + O	⌘ + O
Print	Ctrl + P	⌘ + P
Copy	Ctrl + C	⌘ + C
Cut	Ctrl + X	⌘ + X
Paste	Ctrl + V	⌘ + V
Paste values only	Ctrl + Shift + V	⌘ + Shift + V
Show keyboard shortcuts	Ctrl + /	⌘ + /
Insert new sheet	Shift + F11	Shift + Fn + F11
Compact controls	Ctrl + Shift + F	Ctrl + Shift + F
Input tools on/off	Ctrl + Shift + K	⌘ + Shift + K
Select input tools	Ctrl + Alt + Shift + K	⌘ + Option + Shift + K
Search the menus	Alt + /	Option + /
	NAVIGATION	
Move to beginning of row	Home	Fn + Left arrow
Move to beginning of sheet	Ctrl + Home	⌘ + Fn + Left arrow
Move to end of row	End	Fn + Right arrow
Move to end of sheet	Ctrl + End	⌘ + Fn + Right arrow
Scroll to active cell	Ctrl + Backspace	⌘ + Backspace
Move to next sheet	Alt + Down arrow	Option + Down arrow
Move to previous sheet	Alt + Up arrow	Option + Up arrow
Display list of sheets	Alt + Shift + K	Option + Shift + K
Open hyperlink	Alt + Enter	Option + Enter
Open Explore	Alt + Shift + X	Option + Shift + X
Go to side panel	Ctrl + Alt + .	⌘ + Option + .
Move focus off spreadsheet	Ctrl + Alt + Shift + M	Ctrl + ⌘ + Shift + M
Move to quicksum	Alt + Shift + Q	Option + Shift + Q
Move focus to popup	Holding Ctrl + Alt, press E then P	Holding Ctrl + ⌘, press E then P
Open drop-down menu on filtered cell	Ctrl + Alt + R	Ctrl + ⌘ + R
Open revision history	Ctrl + Alt + Shift + H	⌘ + Option + Shift + H
Close drawing editor	Shift + Esc	⌘ + Esc
	FORMATTING	
Bold	Ctrl + B	⌘ + B
Underline	Ctrl + U	⌘ + U
Italic	Ctrl + I	⌘ + I
Strikethrough	Alt + Shift + 5	Option + Shift + 5
Center align	Ctrl + Shift + E	⌘ + Shift + E
Left align	Ctrl + Shift + L	⌘ + Shift + L
Right align	Ctrl + Shift + R	⌘ + Shift + R
Apply top border	Alt + Shift + 1	Option + Shift + 1
Apply right border	Alt + Shift + 2	Option + Shift + 2
Apply bottom border	Alt + Shift + 3	Option + Shift + 3
Apply left border	Alt + Shift + 4	Option + Shift + 4
Remove borders	Alt + Shift + 6	Option + Shift + 6
Apply outer border	Alt + Shift + 7	Option + Shift + 7
Insert link	Ctrl + K	⌘ + K
Insert time	Ctrl + Shift + ;	⌘ + Shift + ;
Insert date	Ctrl + ;	⌘ + ;
Insert date and time	Ctrl + Alt + Shift + ;	⌘ + Option + Shift + ;
Format as decimal	Ctrl + Shift + 1	Ctrl + Shift + 1
Format as time	Ctrl + Shift + 2	Ctrl + Shift + 2
Format as date	Ctrl + Shift + 3	Ctrl + Shift + 3
Format as currency	Ctrl + Shift + 4	Ctrl + Shift + 4

Format as percentage	Ctrl + Shift + 5	Ctrl + Shift + 5
Format as exponent	Ctrl + Shift + 6	Ctrl + Shift + 6
Clear formatting	Ctrl + \	⌘ + \
	MENUS	
File menu	Alt + F (Chrome) / Alt + Shift + F	Ctrl + Option + F
Edit menu	Alt + E (Chrome) / Alt + Shift + E	Ctrl + Option + E
View menu	Alt + V (Chrome) / Alt + Shift + V	Ctrl + Option + V
Insert menu	Alt + I (Chrome) / Alt + Shift + I	Ctrl + Option + I
Format menu	Alt + O (Chrome) / Alt + Shift + O	Ctrl + Option + O
Data menu	Alt + D (Chrome) / Alt + Shift + D	Ctrl + Option + D
Tools menu	Alt + T (Chrome) / Alt + Shift + T	Ctrl + Option + T
Open insert menu	Ctrl + Alt + Shift + =	⌘ + Option + =
Open delete menu	Ctrl + Alt + -	⌘ + Option + -
Form menu	Alt + M (Chrome) / Alt + Shift + M	Ctrl + Option + M
Add-ons menu	Alt + N (Chrome) / Alt + Shift + N	Ctrl + Option + N
Help menu	Alt + H (Chrome) / Alt + Shift + H	Ctrl + Option + H
Accessibility menu	Alt + A (Chrome) / Alt + Shift + A	Ctrl + Option + A
Sheet menu	Alt + Shift + S	Option + Shift + S
Context menu	Ctrl + Shift + \	⌘ + Shift + \
	FORMULAS	
Show all formulas	Ctrl + ~	Ctrl + ~
Insert array formula	Ctrl + Shift + Enter	⌘ + Shift + Enter
Collapse an expanded array formula	Ctrl + E	⌘ + E
Show/hide formula help	Shift + F1	Shift + Fn + F1
Full/compact formula help	F1	Fn + F1
Absolute/relative references	F4	Fn + F4
Toggle formula result previews	F9	Fn + F9
Resize formula bar	Ctrl + Up / Ctrl + Down arrow	Ctrl + Option + Up / Ctrl + Option + Down arrow
	ROWS AND COLUMNS	
Insert rows above	Alt + I, then R (Chrome) / Alt + Shift + I, then R	Ctrl + Option + I, then R
Insert rows below	Alt + I, then W (Chrome) / Alt + Shift + I, then W	Ctrl + Option + I, then B
Insert columns to the left	Alt + I, then C (Chrome) / Alt + Shift + I, then C	Ctrl + Option + I, then C
Insert columns to the right	Alt + I, then O (Chrome) / Alt + Shift + I, then O	Ctrl + Option + I, then O
Delete rows	Alt + E, then D (Chrome) / Alt + Shift + E, then D	Ctrl + Option + E, then D
Delete columns	Alt + E, then E (Chrome) / Alt + Shift + E, then E	Ctrl + Option + E, then E
Hide row	Ctrl + Alt + 9	⌘ + Option + 9
Unhide row	Ctrl + Shift + 9	⌘ + Shift + 9
Hide column	Ctrl + Alt + 0	⌘ + Option + 0
Unhide column	Ctrl + Shift + 0	⌘ + Shift + 0
Group rows or columns	Alt + Shift + Right arrow	Option + Shift + Right arrow
Ungroup rows or columns	Alt + Shift + Left arrow	Option + Shift + Left arrow
Expand grouped rows or columns	Alt + Shift + Down arrow	Option + Shift + Down arrow
Collapse grouped rows or columns	Alt + Shift + Up arrow	Option + Shift + Up arrow
	NOTES AND COMMENTS	
Insert/edit note	Shift + F2	Shift + F2
Insert/edit comment	Ctrl + Alt + M	⌘ + Option + M
Open comment discussion thread	Ctrl + Alt + Shift + A	⌘ + Option + Shift + A
Enter current comment	Holding Ctrl + Alt, press E then C	Holding Ctrl + ⌘, press E then C
Move to next comment	Holding Ctrl + Alt, press N then C	Holding Ctrl + ⌘, press N then C
Move to previous comment	Holding Ctrl + Alt, press P then C	Holding Ctrl + ⌘, press P then C
	SCREEN READERS	
Turn on screen reader support	Ctrl + Alt + Z	⌘ + Option + Z
Enable braille support	Ctrl + Alt + H	⌘ + Option + H
Read column	Ctrl + Alt + Shift + C	⌘ + Option + Shift + C
Read row	Ctrl + Alt + Shift + R	⌘ + Option + Shift + R