

# How to work with Google Sheets faster

Google Sheets is a spreadsheet program similar to Excel, provided by Google within its Google Drive service. To work with Google Sheets faster, you can use keyboard shortcuts or common features shared in the article below.

**Google Sheets** is a free online spreadsheet tool, similar to Excel in Microsoft's suite of office applications. However, the reality is that some features and operations in Google Sheets differ from Excel.



Guide to faster operation on Google Sheets

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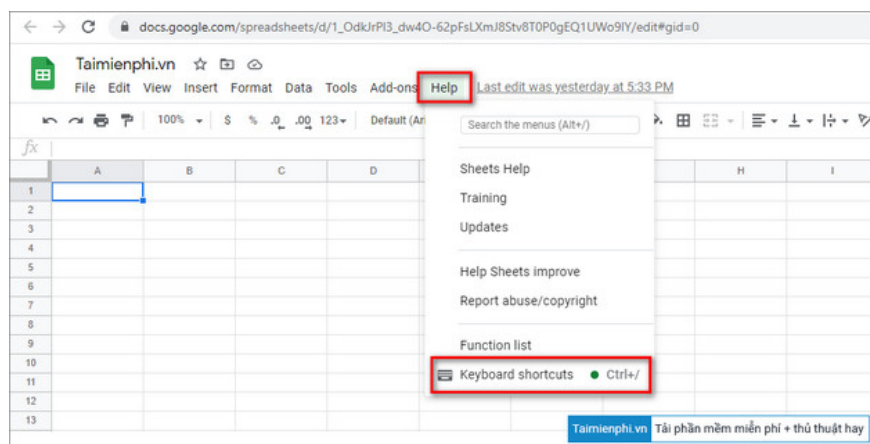
1. Using Google Sheets keyboard shortcuts .
2. Notifying users of changes in Google Sheets .
3. Warning users about specific comments in Google Sheets .
4. Creating hyperlinks in Google Sheets .

## *Tips to help you work with Google Sheets faster*

### *1. Use Google Sheets keyboard shortcuts.*

Using keyboard shortcuts is an ideal solution to improve work efficiency and make mastering Google Sheets easier.

To see the full list of available Sheets keyboard shortcuts, go to **Help => Keyboard shortcuts** .



Here is a list of some of the most commonly used Google Sheets keyboard shortcuts:

**- Remove all formatting in a cell or data range:**

- \* Mac : ? +
- \* Windows and Chromebook : Ctrl +

**- Insert the current date into the cell:**

- \* Mac: ? + ;
- \* Windows and Chromebook : Ctrl + ;

**- Select all data in the table:**

- \* Mac : ? + A
- \* Windows and Chromebook : Ctrl + A

**- Search and replace:**

- \* Mac: ? + Shift + H
- \* Windows and Chromebook : Ctrl + H

**- Open the menu, the dropdown list on the filtered cells:**

- \* Mac: Ctrl + ? + R
- \* Windows and Chromebook : Ctrl + Alt + R

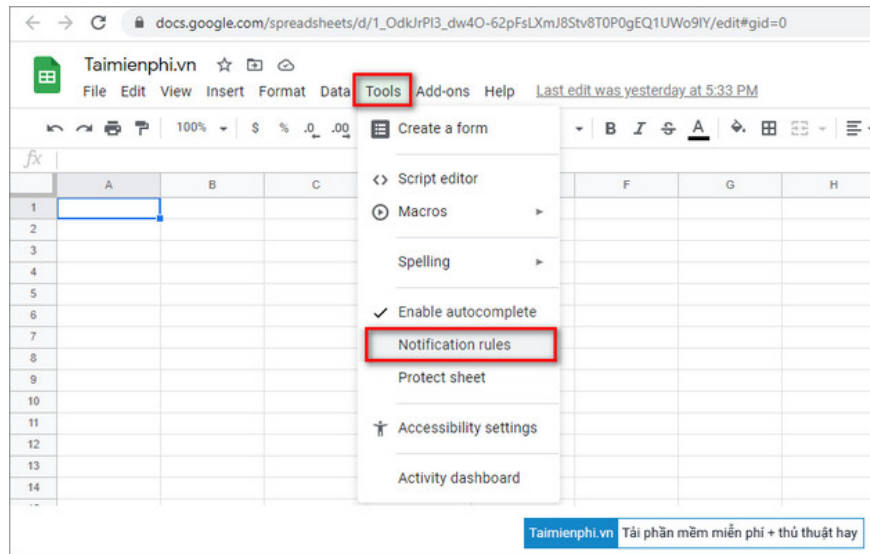
**- Repeat the operation:**

- \* Mac, Windows, and Chromebook: F4 key

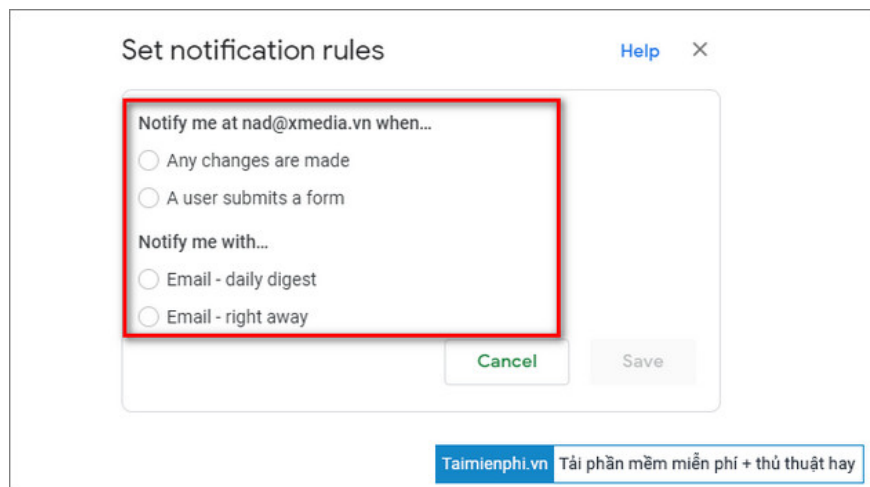
Refer to this list for more Google Sheets keyboard shortcuts on Windows.

## 2. Notify Google Sheets of changes

To receive email notifications about changes in Google Sheets, simply set up **Notification Rules** by accessing Tools => **Notification rules.** on the Sheets toolbar.



On the window that appears on the screen, activate the notification options and the method of sending notifications you want (daily summary or instant notification):

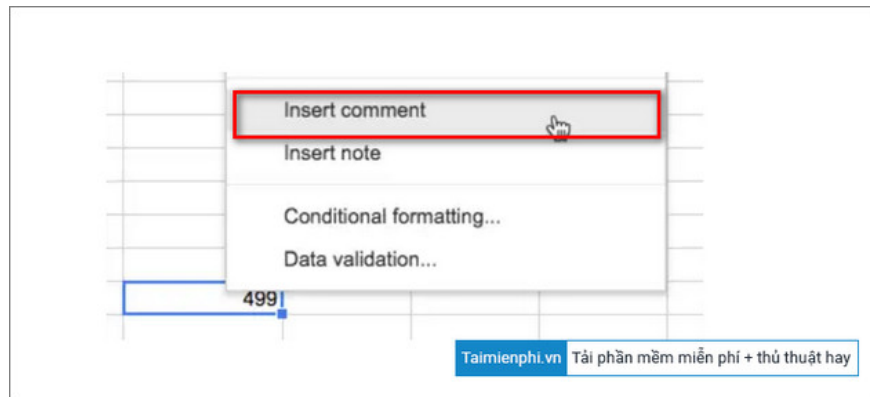


### 3. Warn users about specific comments on Google Sheets.

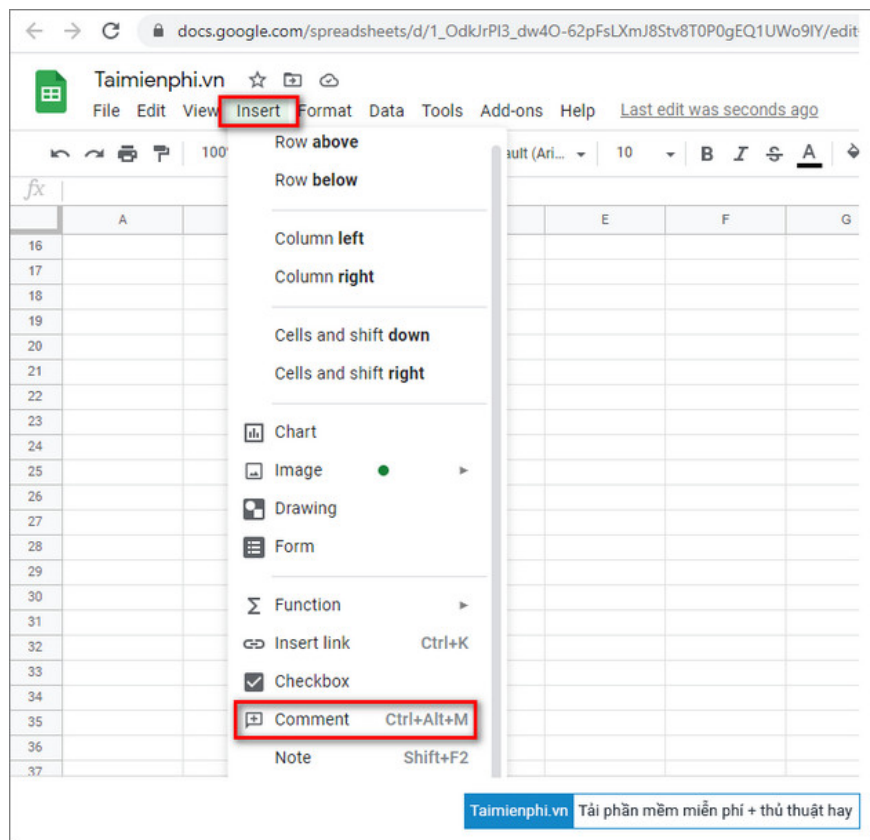
Comments are one of the useful collaboration features added to Google Sheets.

Specifically, you can also alert users to particular comments on Sheets by adding their email address. To do this, follow the steps below:

To add a comment, right-click on any cell where you want to add it and select **Insert comment** .



Alternatively, on the Sheets toolbar, find and click **Insert** => **Comment** .



Now you can tag specific users in each of your comments. The added users will receive a notification saying they were mentioned in a comment.

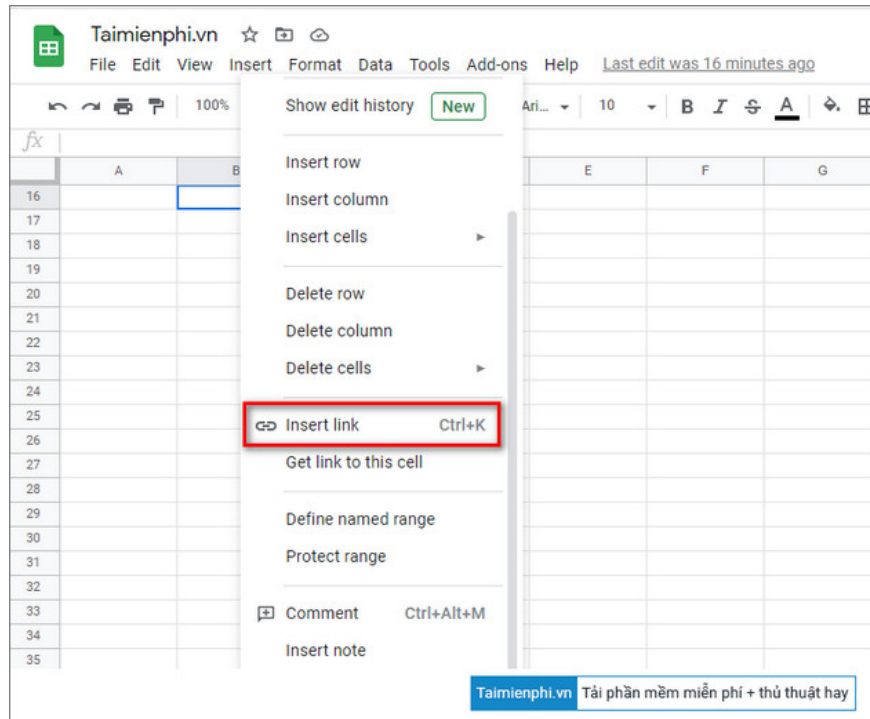
To tag users in comments, simply click the "+" icon or type "@" in the comment box and add their email address. Alternatively, as you type characters, Google will automatically suggest email addresses from your contact list.

#### ***4. Creating Hyperlinks in Google Sheets***

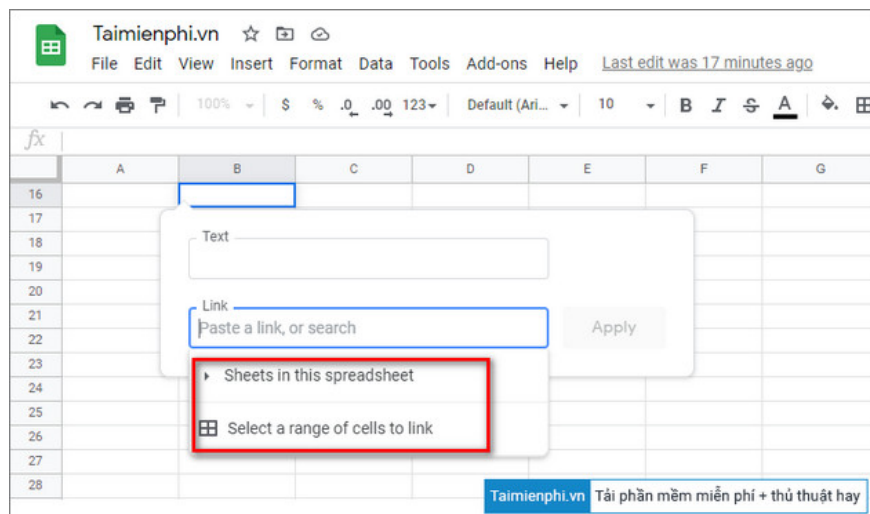
Creating hyperlinks in Google Sheets makes it easier and faster to find information.

Additionally, you can add hyperlinks to different tabs or directly to cells in your Google Sheets spreadsheet.

It's very simple: first, right-click on the cell where you want to add a hyperlink, then click " **Insert link** " .



Choose **Sheets in** this spreadsheet or **Select a range of cells to link**.



**Download Google Sheets for Android and iOS here:**

Above, TipsMake has shared some tips to help you work with Google Sheets faster. Additionally, you can refer to other articles on TipsMake to learn more about creating menus and dropdown lists in Google Sheets here.

You finished reading the article "**How to work with Google Sheets faster**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

