

List of common shortcuts for Google Sheets on Chrome OS (Part 3)

Google Sheets consists of worksheets, each sheet consists of multiple cells created by rows and columns, the toolbar supports basic tools such as formatting sheets, cells, text, inserting charts, images,

In the previous section Network Administrator has introduced to you the list of common shortcuts for **Google Sheets** on computers, Macbooks. The following article Network administrator will introduce to you the list of common shortcuts for **Google Sheets** on **Google Chrome OS** browser so you can better understand how to use **Google Sheets**.

1. General shortcut keys

Select column: **Ctrl + Space**

Select row: **Shift + Space**

Select all: **Ctrl + A** or **Ctrl + Shift + Space**

Hide the selected background cell: **Ctrl + Shift + Backspace**

Back (Undo): **Ctrl + Z**

Repeat the operation (Redo): **Ctrl + Y** or **Ctrl + Shift + Z** or **F4**

Search: **Ctrl + F**

Search and replace: **Ctrl + H**

Fill range: **Ctrl + Enter**

Fill down: **Ctrl + D**

Fill right: **Ctrl + R**

Save: **Ctrl + S**

Open saved file: **Ctrl + O**

Print: **Ctrl + P**

Copy (Copy): **Ctrl + C**

Cut: **Ctrl + X**

Paste: **Ctrl + V**

Paste value: **Ctrl + Shift + V**

Display keyboard shortcuts: **Ctrl + /**

New insert sheet: **Shift + F11**

Adjust Compact: **Ctrl + Shift + F**

Open / off Input tool: **Ctrl + Shift + K**

Select Input tool: **Ctrl + Alt + Shift + K**

2. Shortcut cell format

Bold: **Ctrl + B**

Underline: **Ctrl + U**

Italic: **Ctrl + I**

Dash: **Alt + Shift + 5**

Center: **Ctrl + Shift + E**

Left align : **Ctrl + Shift + L**

Right align : **Ctrl + Shift + R**

Format cell borders, upper table borders: **Alt + Shift + 1**

Format cell borders, right panel borders: **Alt + Shift + 2**

Format cell borders, border table below: **Alt + Shift + 3**

Format cell borders, border on left panel: **Alt + Shift + 4**

Delete border format: **Alt + Shift + 6**

Formatting cell borders, outboard table borders: **Alt + Shift + 7**

Insert Hyperlink link: **Ctrl + K**

Insert time: **Ctrl + Shift + ;**

Insert date: **Ctrl + ;**

Ctrl + Shift + 1 : Decimal format

Ctrl + Shift + 2: Time format

Ctrl + Shift + 3 : Date format

Ctrl + Shift + 4: Format the number of Currency type with two decimal places

Ctrl + Shift + 5: Digital format of Percentage style (without decimal digits)

Ctrl + Shift + 6: Number format of Exponential type with two decimal places

Ctrl +: Delete the format

3. Spreadsheet navigation shortcut

Move to the beginning of the row: **Ctrl + left arrow**

Move to the top of the table: **Ctrl + Search + left arrow**

Move to end of row: **Ctrl + right arrow**

Move to the end of the table: **Ctrl + Search + right arrow**

Move to the working cell: **Ctrl + Backspace**

Display table list: **Alt + Shift + K**

Open Hyperlink link: **Alt + Enter**

Move the Focus out of Spreadsheet: **Ctrl + Alt + Shift + M**

Move to Quicksum: **Alt + Shift + Q**

Move Focus to Popup Menu: hold down **Ctrl + Alt** , press **E** and press **P**

Open Menu to filter cell data: **Ctrl + Alt + R**

Open history: **Ctrl + Alt + Shift + G**

Open the chat inside the Spreadsheet: **Shift + Esc**

Close the drawing editor: **Shift + Esc** or **Ctrl + Esc**



4. Shortcuts to edit comments and likes

Insert / edit comments: **Shift + Search + F2**

Insert / edit comments: **Ctrl + Alt + M**

Open discussion topic: **Ctrl + Alt + Shift + A**

Enter the current caption: hold down **Ctrl + Alt** , press **E** and press **C**

5. Shortcut to open Menu

Open Edit Menu: **Alt + E**

Open the View Menu: **Alt + V**

Open Insert Menu: **Alt + I**

Open Menu Format: **Alt + O**

Open Data Menu: **Alt + D**

Open Menu Tool: **Alt + T**

Open the Form Menu: **Alt + M**

Open Add-ons Menu: **Alt + N**

Open Menu Help: **Alt + H**

Open the Accessibility Menu: **Alt + A**

Open Menu Sheet: **Ctrl + Shift + S**

Open Context Menu: **Ctrl + Shift +**

6. Shortcuts use insert or delete rows / columns

Insert the row above: hold down **Alt + I**, then press **R**

Insert the bottom row: hold down **Alt + I**, then press **W**

Insert left column: hold **Alt + I**, then press **C**

Insert the right column: hold down **Alt + I**, then press **G**

Delete rows: hold down **Alt + E**, then press **D**

Delete column: hold down **Alt + E**, then press **E**

7. Shortcuts to use open formulas

Show all formulas: **Ctrl + ~**

Insert array formula (Array formula): **Ctrl + Shift + Enter**

Collapse array formula extensions (array formula): **Ctrl + E**

Show / hide the formula support menu: **Shift + Search + 1**

8. Shortcuts support screen reading

Activate screen reading text mode: **Ctrl + Alt + Z**

Read the text in the column: **Ctrl + Alt + Shift + C**

Read the text in the row: **Ctrl + Alt + Shift + R**

Explore more:

1. **Summary - 38 'priceless' shortcuts in Microsoft Excel**
2. **220 shortcut keys on Excel for Windows and Mac OS**

3. List of common shortcuts for Google Sheets on computers (Part 1)

Having fun!

You finished reading the article "**List of common shortcuts for Google Sheets on Chrome OS (Part 3)**" 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.
