

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

Using Google Sheets shortcuts helps you enter data faster and more efficiently, especially saving time. Below is a list of common shortcuts for Google Sheets on your computer.

Using **Google Docs** shortcuts makes it easy to understand how to use **Google Docs**, edit and edit documents faster. **Google Sheest** is similar, using **Google Sheets** shortcuts to help you enter data faster and more efficiently, especially saving time. Below is a list of common shortcuts for **Google Sheets** on your computer.

Explore more:

1. **Summary - 38 'priceless' shortcuts in Microsoft Excel**

1. **10 ways to use the Paste feature in Excel**

1. **Calculate the total value of the filtered list in Excel**

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 +**

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 + ;**

Decimal format: **Ctrl + Shift + 1**

Time format: **Ctrl + Shift + 2**

Date format: **Ctrl + Shift + 3**

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

Number format Percentage type (no decimal digits): **Ctrl + Shift + 5**

Exponential type number format with two decimal digits: **Ctrl + Shift + 6**

Delete format: **Ctrl +**



3. Spreadsheet navigation shortcut

Move to surrender: **Home**

Move to the top of the table: **Ctrl + Home**

Move to the end of the row: **End**

Move to the end of the table: **Ctrl + End**

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

Move to the next table: **Ctrl + Shift + Page Down**

Move to the previous table: **Ctrl + Shift + Page Up**

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**

4. Shortcuts to edit comments and likes

Insert / edit captions: **Shift + 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**

Move to the next comment: hold down **Ctrl + Alt**, press **N** and press **C**

Move back to the previous comment: hold down **Ctrl + Alt** , press **P** and press **C**

5. Shortcut to open Menu

Open File Menu :

1. On Google Chrome browser: **Alt + F**

1. Other browser: **Alt + Shift + F**

Open Edit Menu:

1. On Google Chrome browser: **Alt + E**

1. Other browser: **Alt + Shift + E**

Open the View Menu:

1. On Google Chrome browser: **Alt + V**

1. Other browser: **Alt + Shift + V**

Open Insert Menu:

1. On Google Chrome browser: **Alt + I**

1. Other browser: **Alt + Shift + I**

Open Menu Format:

1. On Google Chrome browser: **Alt + O**

1. Other browser: **Alt + Shift + O**

Open Data Menu:

1. On Google Chrome browser: **Alt + D**

1. Other browser: **Alt + Shift + D**

Open Menu Tool :

1. On Google Chrome browser: **Alt + T**

1. On another browser: **Alt + Shift + T**

Open Menu Form:

1. On Google Chrome browser: **Alt + M**

1. Other browser: **Alt + Shift + M**

Open the Add-ons Menu:

1. On Google Chrome browser: **Alt + N**

1. Other browser: **Alt + Shift + N**

Open Help Menu:

1. On Google Chrome browser: **Alt + H**

1. Other browser: **Alt + Shift + H**

Open the Accessibility Menu:

1. On Google Chrome browser: **Alt + A**

1. Other browser: **Alt + Shift + A**

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

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

6. Shortcuts use insert or delete rows / columns

Insert row on:

1. On Google Chrome browser: hold down **Alt + I** , then press **R**

1. On another browser: hold down **Alt + Shift + I** , then press **R**

Insert row below:

1. On Google Chrome browser: hold down **Alt + I** , then press **W**

1. Other browser: hold down **Alt + Shift + I**, then press **W**

Insert left column:

1. On Google Chrome browser: hold down **Alt + I** , then press **C**

1. Other browser: hold down **Alt + Shift + I** , then press **C**

Insert the right column:

1. On Google Chrome browser: hold down **Alt + I** , then press **G**

1. Other browser: hold down **Alt + Shift + I**, then press **G**

Delete row:

1. On Google Chrome browser: hold down **Alt + E**, then press **D**

1. Other browser: hold down **Alt + Shift + E** , then press **D**

Delete column:

1. On Google Chrome browser: hold down **Alt + E** , then press **E**

1. Other browser: hold down **Alt + Shift + 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 recipe support menu: **Shift + F1**

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**

The next section of Network Administration will introduce you to the common shortcut list for Google Sheets on Mac.

Having fun!

You finished reading the article "**List of common shortcuts for Google Sheets on computers (Part 1)**" 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.