

List of common shortcuts for Google Sheets on Mac (Part 2)

Using keyboard shortcuts to import data into a table makes it easy to understand how Google Sheets uses it to help you work faster and more efficiently. In the next section, Network Administrator will introduce you to the list of common Google Sheets shortcuts on Mac.

Google Sheets is **Google** 's free spreadsheet program. Using keyboard shortcuts to import data into a table makes it easy to understand how **Google Sheets** uses it to help you work faster and more efficiently. In part 1, the Network Administrator introduced you to a list of common shortcuts for **Google Sheets** on your computer, in the next section, Network Administrator will introduce you to the list of popular **Google Sheets** shortcuts on Mac.

Explore more:

1. **List of common shortcuts for Google Sheets on computers (Part 1)**
2. **Shortcut list for Google Docs on your computer (Part 1)**
3. **List of shortcuts for Google Docs on Mac (Part 2)**

1. General shortcut keys

Select column: **Ctrl + Space**

Select row: **Shift + Space**

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

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

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

Repeat (Redo): **? + Y** or **? + Shift + Z** or **Fn + F**

Search: **? + F**

Search and replace: ? + **H**

Fill range: ? + **Enter**

Fill down: ? + **D**

Fill right: ? + **R**

Save: ? + **S**

Open saved file: ? + **O**

Print: ? + **P**

Copy (Copy): ? + **C**

Cut: ? + **X**

Paste: ? + **V**

Paste value: ? + **Shift** + **V**

Display keyboard shortcuts: ? + **/**

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

Open / turn off Input tool: ? + **Shift** + **K**

Select Input tool: ? + **Option** + **Shift** + **K**

2. Shortcut cell format

Bold: ? + **B**

Underline: ? + **U**

Italic: ? + **I**

Dash: **Option** + **Shift** + **5**

Center: ? + **Shift** + **E**

Align left: ? + **Shift** + **L**

Right align : ? + **Shift** + **R**

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

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

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

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

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

Format cell borders, outside table borders: **Option + Shift + 7**

Insert Hyperlink link: **? + K**

Insert time: **? + Shift + ;**

Insert date: **? + ;**

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: **? +**



3. Spreadsheet navigation shortcut

Move to surrender: **Fn + left arrow**

Move to the top of the table: **? + Fn + left arrow**

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

Move to the end of the table: **? + Fn + right arrow**

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

Move to the next table: **? + Shift + Fn + down arrow**

Move to the previous table: **? + Shift + Fn + up arrow**

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

Open Hyperlink link: **Option + Enter**

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

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

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

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

Open history: **? + Option + Shift + G**

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

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

4. Shortcuts to edit comments and likes

Insert / edit captions: **Shift + F2**

Insert / edit comment: **? + Option + M**

Open discussion topics: **? + Option + Shift + A**

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

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

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

5. Shortcut to open Menu

Open File Menu: **Ctrl + Option + F**

Open Edit Menu: **Ctrl + Option + E**

Open the View Menu: **Ctrl + Option + V**

Open Insert Menu: **Ctrl + Option + I**

Open the Format Menu: **Ctrl + Option + O**

Open Data Menu: **Ctrl + Option + D**

Open the Menu Tool: **Ctrl + Option + T**

Open the Form Menu: **Ctrl + Option + M**

Open Add-ons Menu: **Ctrl + Option + N**

Open the Help Menu: **Ctrl + Option + H**

Open Accessibility Menu: **Ctrl + Option + A**

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

Open Context Menu: **? + Shift +**

6. Shortcuts use insert or delete rows / columns

Insert the top row: hold down **Ctrl + Option + I** , then press **R**

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

Insert the left column: hold down **Ctrl + Option + I**, then press **C**

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

Delete row: hold down **Ctrl + Option + E** , then press **D**

Delete column: hold down **Ctrl + Option + E** , then press **E**

7. Shortcuts to use open formulas

Show all formulas: **Ctrl + ~**

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

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

Show / hide menu support formula: **Shift + Fn + F1**

8. Shortcuts support screen reading

Activate screen reading mode: **? + Option + Z**

Read the text in the column: **? + Option + Shift + C**

Read the text in the row: **? + Option + Shift + R**

Having fun!

You finished reading the article "**List of common shortcuts for Google Sheets on Mac (Part 2)**" 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.
