



Google Sheets shortcuts cheat sheet (Mac)

Action	Keys
Navigation	
Jump to the edge of the data	⌘ + Arrow
Go to the top of the sheet	⌘ + fn + ⬅
Go to the last cell with data	⌘ + fn + ➡
Go to the next sheet	Option + ⬇
Go to the previous sheet	Option + ⬆
Find	⌘ + F
Find and replace	⌘ + Shift + H
Selection	
Select the entire row	Shift + Space
Select the entire column	control + Space
Select all	⌘ + A
Select to the edge of the data	⌘ + Shift + Arrow
Entering and editing	
Edit the cell	F2
Fill down	⌘ + D
Fill right	⌘ + R
Copy to range	⌘ + Return
Insert today's date	⌘ + ;
Insert the current time	⌘ + Shift + ;
Insert date and time	⌘ + Option + Shift + ;
Undo	⌘ + Z
Redo	⌘ + Y
Toggle absolute and relative references	fn + F4
Show all formulas	control + ~
Copy and paste	
Copy	⌘ + C
Cut	⌘ + X
Paste	⌘ + V
Paste values only	⌘ + Shift + V
Paste format only	⌘ + Option + V
Formatting and number formats	
Bold	⌘ + B
Italic	⌘ + I

Action	Keys
Underline	⌘ + U
Strikethrough	⌘ + Shift + X
Clear formatting	⌘ + \
Center align	⌘ + Shift + E
Left align	⌘ + Shift + L
Right align	⌘ + Shift + R
Number format	control + Shift + 1
Time format	control + Shift + 2
Date format	control + Shift + 3
Currency format	control + Shift + 4
Percent format	control + Shift + 5
Scientific format	control + Shift + 6
Outer border	Option + Shift + 7
Clear borders	Option + Shift + 6
Rows and columns	
Insert row	⌘ + Option + =
Delete row	⌘ + Option + -
Hide rows	⌘ + Option + 9
Unhide rows	⌘ + Shift + 9
Hide columns	⌘ + Option + 0
Unhide columns	⌘ + Shift + 0
Group rows or columns	Option + Shift + ➡
Ungroup	Option + Shift + ⬅
Convert to table	⌘ + Option + T
Notes, comments and links	
Insert or edit a note	Shift + F2
Insert a comment	⌘ + Option + M
Insert a link	⌘ + K
Open a link	Option + Return
Open version history	⌘ + Option + Shift + H
Menus and sheets	
Search the menus	Option + /
Show the shortcut list	⌘ + /
Insert a new sheet	Shift + F11