



Google Sheets shortcuts cheat sheet (Windows)

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

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