**Keyboard shortcuts for Google**

Use keyboard shortcuts in Google sheets to navigate, format, and use formulas in your spreadsheet.

**Note**: Some shortcuts might not work for all languages or keyboards.

[Computer](https://support.google.com/docs/answer/181110?co=GENIE.Platform%3DDesktop&hl=en&oco=1) [Android](https://support.google.com/docs/answer/181110?co=GENIE.Platform%3DAndroid&hl=en&oco=1)[iPhone & iPad](https://support.google.com/docs/answer/181110?co=GENIE.Platform%3DiOS&hl=en&oco=1)

**Shortcuts you can use**

To see a list of keyboard shortcuts in Google Sheets, press **Ctrl + /** (Windows, Chrome OS) or **⌘ + /** (Mac).

**PC Shortcuts**

|  |
| --- |
| **Common actions** |
| Select column | **Ctrl + Space** |
| Select row | **Shift + Space** |
| Select all | **Ctrl + a****Ctrl + Shift + Space** |
| Undo | **Ctrl + z** |
| Redo | **Ctrl + y****Ctrl + Shift + z****F4** |
| Find | **Ctrl + f** |
| Find and replace | **Ctrl + h** |
| Fill range | **Ctrl + Enter** |
| Fill down | **Ctrl + d** |
| Fill right | **Ctrl + r** |
| Save*(every change is saved automatically in Drive)* | **Ctrl + s** |
| Open | **Ctrl + o** |
| Print | **Ctrl + p** |
| Copy | **Ctrl + c** |
| Cut | **Ctrl + x** |
| Paste | **Ctrl + v** |
| Paste values only | **Ctrl + Shift + v** |
| Show common keyboard shortcuts | **Ctrl + /** |
| Insert new sheet | **Shift + F11** |
| Compact controls | **Ctrl + Shift + f** |
| Input tools on/off*(available in spreadsheets in non-Latin languages)* | **Ctrl + Shift + k** |
| Select input tools | **Ctrl + Alt + Shift + k** |
| **Format cells** |
| Bold | **Ctrl + b** |
| Underline | **Ctrl + u** |
| Italic | **Ctrl + i** |
| Strikethrough | **Alt + Shift + 5** |
| Center align | **Ctrl + Shift + e** |
| Left align | **Ctrl + Shift + l** |
| Right align | **Ctrl + Shift + r** |
| Apply top border | **Alt + Shift + 1** |
| Apply right border | **Alt + Shift + 2** |
| Apply bottom border | **Alt + Shift + 3** |
| Apply left border | **Alt + Shift + 4** |
| Remove borders | **Alt + Shift + 6** |
| Apply outer border | **Alt + Shift + 7****Ctrl + Shift + 7** |
| Insert link | **Ctrl + k** |
| Insert time | **Ctrl + Shift + ;** |
| Insert date | **Ctrl + ;** |
| Insert date and time | **Ctrl + Alt + Shift + ;** |
| Format as decimal | **Ctrl + Shift + 1** |
| Format as time | **Ctrl + Shift + 2** |
| Format as date | **Ctrl + Shift + 3** |
| Format as currency | **Ctrl + Shift + 4** |
| Format as percentage | **Ctrl + Shift + 5** |
| Format as exponent | **Ctrl + Shift + 6** |
| Clear formatting | **Ctrl + \** |
| **Navigate spreadsheet** |
| Move to beginning of row | **Home** |
| Move to beginning of sheet | **Ctrl + Home** |
| Move to end of row | **End** |
| Move to end of sheet | **Ctrl + End** |
| Scroll to active cell | **Ctrl + Backspace** |
| Move to next sheet | **Ctrl + Shift + Page Down** |
| Move to previous sheet | **Ctrl + Shift + Page Up** |
| Display list of sheets | **Alt + Shift + k** |
| Open hyperlink | **Alt + Enter** |
| Open Explore | **Alt + Shift + x** |
| Move focus out of spreadsheet | **Ctrl + Alt + Shift + m** |
| Move to quicksum*(when a range of cells is selected)* | **Alt + Shift + q** |
| Move focus to popup*(for links, bookmarks, and images)* | holding **Ctrl + Alt**, press **e** then **p** |
| Open drop-down menu on filtered cell | **Ctrl + Alt + r** |
| Open revision history | **Ctrl + Alt + Shift + h** |
| Open chat inside the spreadsheet | **Shift + Esc** |
| Close drawing editor | **Shift + Esc** |
| **Edit notes and comments** |
| Insert/edit note | **Shift + F2** |
| Insert/edit comment | **Ctrl + Alt + m** |
| Open comment discussion thread | **Ctrl + Alt + Shift + a** |
| Enter current comment | holding **Ctrl + Alt**, press **e** then **c** |
| Move to next comment | holding **Ctrl + Alt**, press **n** then **c** |
| Move to previous comment | holding **Ctrl + Alt**, press **p** then **c** |
| **Open a menu****ctrl shift f to open and close menu bar.chr** |
| File menu | *in Google Chrome:* **Alt + f***other browsers:* **Alt + Shift + f** |
| Edit menu | *in Google Chrome:* **Alt + e***other browsers:* **Alt + Shift + e** |
| View menu | *in Google Chrome:* **Alt + v***other browsers:* **Alt + Shift + v** |
| Insert menu | *in Google Chrome:* **Alt + i***other browsers:* **Alt + Shift + i** |
| Format menu | *in Google Chrome:* **Alt + o***other browsers:* **Alt + Shift + o** |
| Data menu | *in Google Chrome:* **Alt + d***other browsers:* **Alt + Shift + d** |
| Tools menu | *in Google Chrome:* **Alt + t***other browsers:* **Alt + Shift + t** |
| Open insert menu | **Ctrl + Alt + Shift + = Ctrl + Alt + =**(with cells selected) |
| Open delete menu | **Ctrl + Alt + -** (with cells selected) |
| Form menu*(present when the spreadsheet is connected to a form)* | *in Google Chrome:* **Alt + m***other browsers:* **Alt + Shift + m** |
| Add-ons menu | *in Google Chrome:* **Alt + n***other browsers:* **Alt + Shift + n** |
| Help menu | *in Google Chrome:* **Alt + h***other browsers:* **Alt + Shift + h** |
| Accessibility menu*(present when screen reader support is enabled)* | *in Google Chrome:* **Alt + a***other browsers:* **Alt + Shift + a** |
| Sheet menu*(copy, delete, and other sheet actions)* | **Alt + Shift + s** |
| Context menu | **Ctrl + Shift + \** |
| **Insert, delete, hide, or unhide rows or columns** |
| Insert rows above | **Ctrl + Alt + Shift + =Ctrl + Alt + =**(with rows selected)*in Google Chrome:* **Alt + i**, then **r***other browsers:* **Alt + Shift + i**, then **r** |
| Insert rows below | *in Google Chrome:* **Alt + i**, then **w***other browsers:* **Alt + Shift + i**, then **w** |
| Insert columns to the left | **Ctrl + Alt + Shift + = Ctrl + Alt + =**(with columns selected)*in Google Chrome:* **Alt + i**, then **c***other browsers:* **Alt + Shift + i**, then **c** |
| Insert columns to the right | *in Google Chrome:* **Alt + i**, then **o***other browsers:* **Alt + Shift + i**, then **o** |
| Delete rows | **Ctrl + Alt + -** (with rows selected)*in Google Chrome:* **Alt + e**, then **d***other browsers:* **Alt + Shift + e**, then **d** |
| Delete columns | **Ctrl + Alt + -** (with columns selected)*in Google Chrome:* **Alt + e**, then **e***other browsers:* **Alt + Shift + e**, then **e** |
| Hide row | **Ctrl + Alt + 9** |
| Hide column | **Ctrl + Alt + 0** |
| Unhide row | **Ctrl + Shift + 9** |
| Unhide column | **Ctrl + Shift + 0** |
| **Use formulas** |
| Show all formulas | **Ctrl + ~** |
| Insert array formula | **Ctrl + Shift + Enter** |
| Collapse an expanded array formula | **Ctrl + e** |
| Show/hide formula help*(when entering a formula)* | **Shift + F1** |
| Full/compact formula help*(when entering a formula)* | **F1** |
| Absolute/relative references*(when entering a formula)* | **F4** |
| Toggle formula result previews*(when entering a formula)* | **F9** |
| Resize formula bar*(move up or down)* | **Ctrl + Up / Ctrl + Down** |
| **Help for screen readers** |
| Turn on screen reader support[*Learn more about using Google Sheets with a screen reader*](https://support.google.com/docs/answer/1632199) | **Ctrl + Alt + z** |
| Read column | **Ctrl + Alt + Shift + c** |
| Read row | **Ctrl + Alt + Shift + r** |

**Mac shortcuts**

|  |
| --- |
| **Common actions** |
| Select column | **Ctrl + Space** |
| Select row | **Shift + Space** |
| Select all | **⌘ + a****⌘ + Shift + Space** |
| Undo | **⌘ + z** |
| Redo | **⌘ + y****⌘ + Shift + z****Fn + F4** |
| Find | **⌘ + f** |
| Find and replace | **⌘ + Shift + h** |
| Fill range | **⌘ + Enter** |
| Fill down | **⌘ + d** |
| Fill right | **⌘ + r** |
| Save*(every change is saved automatically in Drive)* | **⌘ + s** |
| Open | **⌘ + o** |
| Print | **⌘ + p** |
| Copy | **⌘ + c** |
| Cut | **⌘ + x** |
| Paste | **⌘ + v** |
| Paste values only | **⌘ + Shift + v** |
| Show common keyboard shortcuts | **⌘ + /** |
| Compact controls | **Ctrl + Shift + f** |
| Input tools on/off*(available in spreadsheets in non-Latin languages)* | **⌘ + Shift + k** |
| Select input tools | **⌘ + Option + Shift + k** |
| **Format cells** |
| Bold | **⌘ + b** |
| Underline | **⌘ + u** |
| Italic | **⌘ + i** |
| Strikethrough | **Option + Shift + 5** |
| Center align | **⌘ + Shift + e** |
| Left align | **⌘ + Shift + l** |
| Right align | **⌘ + Shift + r** |
| Apply top border | **Option + Shift + 1** |
| Apply right border | **Option + Shift + 2** |
| Apply bottom border | **Option + Shift + 3** |
| Apply left border | **Option + Shift + 4** |
| Remove borders | **Option + Shift + 6** |
| Apply outer border | **Option + Shift + 7****⌘ + Shift + 7** |
| Insert link | **⌘ + k** |
| Insert time | **⌘ + Shift + ;** |
| Insert date | **⌘ + ;** |
| Insert date and time | **⌘ + Option + Shift + ;** |
| Format as decimal | **Ctrl + Shift + 1** |
| Format as time | **Ctrl + Shift + 2** |
| Format as date | **Ctrl + Shift + 3** |
| Format as currency | **Ctrl + Shift + 4** |
| Format as percentage | **Ctrl + Shift + 5** |
| Format as exponent | **Ctrl + Shift + 6** |
| Clear formatting | **⌘ + \** |
| **Navigate spreadsheet** |
| Move to beginning of row | **Fn + Left arrow** |
| Move to beginning of sheet | **⌘ + Fn + Left arrow** |
| Move to end of row | **Fn + Right arrow** |
| Move to end of sheet | **⌘ + Fn + Right arrow** |
| Scroll to active cell | **⌘ + Backspace** |
| Move to next sheet | **⌘ + Shift + Fn + Down arrow** |
| Move to previous sheet | **⌘ + Shift + Fn + Up arrow** |
| Display list of sheets | **Option + Shift + k** |
| Open hyperlink | **Option + Enter** |
| Open Explore | **Option + Shift + x** |
| Move focus out of spreadsheet | **Ctrl + ⌘ + Shift + m** |
| Move to quicksum*(when a range of cells is selected)* | **Option + Shift + q** |
| Move focus to popup*(for links, bookmarks, and images)* | holding **Ctrl + ⌘**, press **e** then **p** |
| Open drop-down menu on filtered cell | **Ctrl + ⌘ + r** |
| Open revision history | **⌘ + Option + Shift + h** |
| Open chat inside the spreadsheet | **Shift + Esc** |
| Close drawing editor | **⌘ + Esc****Shift + Esc** |
| **Edit notes and comments** |
| Insert/edit note | **Shift + F2** |
| Insert/edit comment | **⌘ + Option + m** |
| Open comment discussion thread | **⌘ + Option + Shift + a** |
| Enter current comment | holding **Ctrl + ⌘**, press **e** then **c** |
| Move to next comment | holding **Ctrl + ⌘**, press **n** then **c** |
| Move to previous comment | holding **Ctrl + ⌘**, press **p** then **c** |
| **Open a menu** |
| File menu | **Ctrl + Option + f** |
| Edit menu | **Ctrl + Option + e** |
| View menu | **Ctrl + Option + v** |
| Insert menu | **Ctrl + Option + i** |
| Format menu | **Ctrl + Option + o** |
| Data menu | **Ctrl + Option + d** |
| Tools menu | **Ctrl + Option + t** |
| Open insert menu | **⌘ + Option + =** (with cells selected) |
| Open delete menu | **⌘ + Option + -** (with cells selected) |
| Form menu*(present when the spreadsheet is connected to a form)* | **Ctrl + Option + m** |
| Add-ons menu | **Ctrl + Option + n** |
| Help menu | **Ctrl + Option + h** |
| Accessibility menu*(present when screen reader support is enabled)* | **Ctrl + Option + a** |
| Sheet menu*(copy, delete, and other sheet actions)* | **Option + Shift + s** |
| Context menu | **⌘ + Shift + \** |
| **Insert, delete, hide, or unhide rows or columns** |
| Insert rows above | **⌘ + Option + =** (with rows selected)**Ctrl + Option + i,** then **r** |
| Insert rows below | **Ctrl + Option + i**, then **b** |
| Insert columns to the left | **⌘ + Option + =** (with columns selected)**Ctrl + Option + i**, then **c** |
| Insert columns to the right | **Ctrl + Option + i**, then **o** |
| Delete rows | **⌘ + Option + -** (with rows selected)**Ctrl + Option + e,** then **d** |
| Delete columns | **⌘ + Option + -** (with columns selected)**Ctrl + Option + e**, then **e** |
| Hide row | **⌘ + Option + 9** |
| Hide column | **⌘ + Option + 0** |
| **Use formulas** |
| Show all formulas | **Ctrl + ~** |
| Insert array formula | **⌘ + Shift + Enter** |
| Collapse an expanded array formula | **⌘ + e** |
| Show/hide formula help*(when entering a formula)* | **Shift + Fn + F1** |
| Full/compact formula help*(when entering a formula)* | **Fn + F1** |
| Absolute/relative references*(when entering a formula)* | **Fn + F4** |
| Toggle formula result previews*(when entering a formula)* | **Fn + F9** |
| Resize formula bar*(move up or down)* | **Ctrl + Option + Up** and **Ctrl + Option + Down** |
| **Help for screen readers** |
| Turn on screen reader support[*Learn more about using Google Sheets with a screen reader*](https://support.google.com/docs/answer/1632199) | **⌘ + Option + z** |
| Read column | **⌘ + Option + Shift + c** |
| Read row | **⌘ + Option + Shift + r** |

**Chrome OS shortcuts**

|  |
| --- |
| **Common actions** |
| Select column | **Ctrl + Space** |
| Select row | **Shift + Space** |
| Select all | **Ctrl + a** |
| Undo | **Ctrl + z** |
| Redo | **Ctrl + y****Ctrl + Shift + z** |
| Find | **Ctrl + f** |
| Find and replace | **Ctrl + h** |
| Fill range | **Ctrl + Enter** |
| Fill down | **Ctrl + d** |
| Fill right | **Ctrl + r** |
| Save*(every change is saved automatically in Drive)* | **Ctrl + s** |
| Open | **Ctrl + o** |
| Print | **Ctrl + p** |
| Copy | **Ctrl + c** |
| Cut | **Ctrl + x** |
| Paste | **Ctrl + v** |
| Paste values only | **Ctrl + Shift + v** |
| Show common keyboard shortcuts | **Ctrl + /** |
| Compact controls | **Ctrl + Shift + f** |
| Input tools on/off*(available in spreadsheets in non-Latin languages)* | **Ctrl + Shift + k** |
| Select input tools | **Ctrl + Alt + Shift + k** |
| **Format cells** |
| Bold | **Ctrl + b** |
| Underline | **Ctrl + u** |
| Italic | **Ctrl + i** |
| Strikethrough | **Alt + Shift + 5** |
| Center align | **Ctrl + Shift + e** |
| Right align | **Ctrl + Shift + r** |
| Apply top border | **Alt + Shift + 1** |
| Apply right border | **Alt + Shift + 2** |
| Apply bottom border | **Alt + Shift + 3** |
| Apply left border | **Alt + Shift + 4** |
| Remove borders | **Alt + Shift + 6** |
| Apply outer border | **Alt + Shift + 7Ctrl + Shift + 7** |
| Insert link | **Ctrl + k** |
| Insert time | **Ctrl + Shift + ;** |
| Insert date | **Ctrl + ;** |
| Insert date and time | **Ctrl + Alt + Shift + ;** |
| Format as decimal | **Ctrl + Shift + 1** |
| Format as time | **Ctrl + Shift + 2** |
| Format as date | **Ctrl + Shift + 3** |
| Format as currency | **Ctrl + Shift + 4** |
| Format as percentage | **Ctrl + Shift + 5** |
| Format as exponent | **Ctrl + Shift + 6** |
| Clear formatting | **Ctrl + \** |
| **Navigate spreadsheet** |
| Move to first cell in row with data | **Ctrl + Left arrow** |
| Move to top left of sheet | **Ctrl + Search + Left arrow** |
| Move to last cell in row with data | **Ctrl + Right arrow** |
| Move to bottom right of sheet | **Ctrl + Search + Right arrow** |
| Scroll to active cell | **Ctrl + Backspace** |
| Display list of sheets | **Alt + Shift + k** |
| Open hyperlink | **Alt + Enter** |
| Open Explore | **Alt + Shift + x** |
| Move focus out of spreadsheet | **Ctrl + Alt + Shift + m** |
| Move to quicksum*(when a range of cells is selected)* | **Alt + Shift + q** |
| Move focus to popup*(for links, bookmarks, and images)* | holding **Ctrl + Alt**, press **e** then **p** |
| Open drop-down menu on filtered cell | **Ctrl + Alt + r** |
| Open revision history | **Ctrl + Alt + Shift + h** |
| Open chat inside the spreadsheet | **Shift + Esc** |
| Close drawing editor | **Ctrl + Esc****Shift + Esc** |
| **Edit notes and comments** |
| Insert/edit note | **Shift + Search + 2** |
| Insert/edit comment | **Ctrl + Alt + m** |
| Open comment discussion thread | **Ctrl + Alt + Shift + a** |
| Enter current comment | holding **Ctrl + Alt**, press **e** then **c** |
| **Open a menu** |
| File menu | **Alt + f** |
| Edit menu | **Alt + e** |
| View menu | **Alt + v** |
| Insert menu | **Alt + i** |
| Format menu | **Alt + o** |
| Data menu | **Alt + d** |
| Tools menu | **Alt + t** |
| Open insert menu | **Ctrl + Alt + =** (with cells selected) |
| Open delete menu | **Ctrl + Alt + -** (with cells selected) |
| Form menu*(present when the spreadsheet is connected to a form)* | **Alt + m** |
| Add-ons menu | **Alt + n** |
| Help menu | **Alt + h** |
| Accessibility menu*(present when screen reader support is enabled)* | **Alt + a** |
| Sheet menu*(copy, delete, and other sheet actions)* | **Ctrl + Shift + s** |
| Context menu | **Ctrl + Shift + \** |
| **Insert, delete, hide, or unhide rows or columns** |
| Insert rows above | **Ctrl + Alt + =** (with rows selected)**Alt + i,** then **r** |
| Insert rows below | **Alt + i**, then **w** |
| Insert columns to the left | **Ctrl + Alt + =** (with columns selected)**Alt + i,** then **c** |
| Insert columns to the right | **Alt + i**, then **o** |
| Delete rows | **Ctrl + Alt + -** (with rows selected)**Alt + e,** then **d** |
| Delete columns | **Ctrl + Alt + -** (with columns selected)**Alt + e,** then **e** |
| Hide rows | **Ctrl + Alt + 9** |
| Hide columns | **Ctrl + Alt + 0** |
| **Use formulas** |
| Show all formulas | **Ctrl + ~** |
| Insert array formula | **Ctrl + Shift + Enter** |
| Collapse an expanded array formula | **Ctrl + e** |
| Show/hide formula help*(when entering a formula)* | **Shift + Search + 1** |
| **Help for screen readers** |
| Turn on screen reader support[*Learn more about using Google Sheets with a screen reader*](https://support.google.com/docs/answer/1632199) | **Ctrl + Alt + z** |
| Read column | **Ctrl + Alt + Shift + c** |
| Read row | **Ctrl + Alt + Shift + r** |

**Stop using browser shortcuts**

To turn off browser shortcuts and use Google Sheets shortcuts instead:

1. On your computer, open a spreadsheet at [sheets.google.com](https://docs.google.com/spreadsheets/u/0/).
2. At the top, click **Help**   **Keyboard shortcuts**.
3. At the bottom of the window, turn on **Override browser shortcuts**.

**Note**: You can only override browser shortcuts on Chrome, Firefox, Internet Explorer, Edge, or Safari.

**Browser shortcuts that conflict**

List of browser shortcuts that are not available to Sheets when “Override browser shortcuts” is turned off.

| **Action** | **PC shortcut** | **Mac shortcut** | **Chrome OS shortcut** |
| --- | --- | --- | --- |
| Open insert menu | **Ctrl + Shift + = Ctrl + =**(with cells selected) | **⌘ + Shift + =⌘ + =**(with cells selected) | **Ctrl + Shift + =Ctrl + =**(with cells selected) |
| Insert rows above | **Ctrl + Shift + = Ctrl + =**(with rows selected) | **⌘ + Shift + =⌘ + =**(with rows selected) | **Ctrl + Shift + =Ctrl + =**(with rows selected) |
| Insert columns to the left | **Ctrl + Shift + = Ctrl + =**(with columns selected) | **⌘ + Shift + =⌘ + =**(with columns selected) | **Ctrl + Shift + =Ctrl + =**(with columns selected) |
| Open delete menu | **Ctrl + -**(with cells selected) | **⌘+ -**(with cells selected) | **Ctrl + -**(with cells selected) |
| Delete rows | **Ctrl + -**(with rows selected) | **⌘+ -**(with rows selected) | **Ctrl + -**(with rows selected) |
| Delete columns | **Ctrl + -**(with columns selected) | **⌘+ -**(with columns selected) | **Ctrl + -**(with columns selected) |
| Hide rows | **Ctrl + 9** | **⌘ + 9** | **Ctrl + 9** |
| Hide columns | **Ctrl + 0** | **⌘ + 0** | **Ctrl + 0** |
| Bold | **Ctrl + 2** | **⌘ + 2** | **Ctrl + 2** |
| Italic | **Ctrl + 3** | **⌘ + 3** | **Ctrl + 3** |
| Underline | **Ctrl + 4** | **⌘ + 4** | **Ctrl + 4** |
| Strikethrough | **Ctrl + 5** | **⌘ + 5** | **Ctrl + 5** |
| Remove borders | **Ctrl + Shift + -** | **⌘ + Shift + -** | **Ctrl + Shift + -** |
| Help center | **F1** | **F1** | **F1** |

Share this: