

## Handy Formatting

|                    |                        |
|--------------------|------------------------|
| Strike through     | Alt & Shift & 5        |
| Align Centre       | Ctrl & Shift & E       |
| Hyperlink          | Ctrl & K               |
| Insert Date        | Ctrl & ;               |
| Insert Date & Time | Ctrl & Shift & Alt & ; |
| Remove Formatting  | Ctrl & \               |
| Format as Currency | Ctrl & Shift & 4       |
| Repeat Last Action | F4                     |

## Common actions

|                    |                                    |
|--------------------|------------------------------------|
| Select Column      | Ctrl & Space                       |
| Select Row         | Shift & Space                      |
| Select All         | Ctrl & a /<br>Ctrl & Shift & Space |
| Undo               | Ctrl & z                           |
| Redo               | Ctrl & y                           |
| Find               | Ctrl & f                           |
| Fill Down          | Ctrl & d                           |
| Fill Right         | Ctrl & r                           |
| Open               | Ctrl & o                           |
| Cut/Copy/<br>Paste | Ctrl & x/c/v                       |
| Paste Values       | Ctrl & Shift & V                   |
| Find & Replace     | Ctrl & H                           |

# Google Sheets Cheatsheet



0800 158 3588

[info@computertutoring.co.uk](mailto:info@computertutoring.co.uk)

[www.computertutoring.co.uk](http://www.computertutoring.co.uk)



## Need to Know

### Enable Compatible Shortcuts

Before all these shortcuts work you will first have to enable them (Ctrl & /):

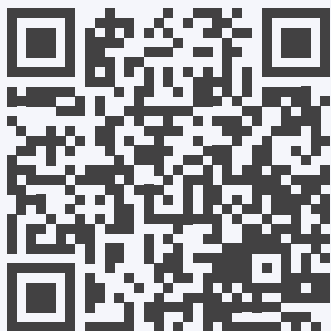
1. From menu bar click help.
2. Click on Keyboard short cuts.
3. Enable compatible spreadsheet shortcuts.

Navigation

Enable compatible spreadsheet shortcuts



**Note:** Turn this option off if you want to access the normal menu shortcuts i.e. Alt & F to display the file menu.



Unlock More Shortcuts

## Cool stuff

|                        |                  |
|------------------------|------------------|
| Insert Sheet           | Shift & F11      |
| Compact Controls       | Ctrl & Shift & F |
| Tool Finder            | Alt & /          |
| Convert Range to Table | Ctrl & Alt & T   |
| Insert Note            | Shift & F2       |
| Show formulas          | Ctrl & ~         |
| Resize formula bar     | Ctrl & ↑/↓       |
| Sheet Menu             | Alt & Shift & S  |
| Repeat last action     | F4               |
| Paste Format Only      | Ctrl & Alt & V   |
| 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 %            | Ctrl & Shift & 5 |
| Line Break in Cell     | Alt & Enter      |

## Start, Search & Navigation

|                            |                           |
|----------------------------|---------------------------|
| 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 between sheets        | Ctrl & Shift Page Up/Down |
| Insert Comment             | Ctrl & Alt & M            |

## Add Rows & Columns

|                         |                           |
|-------------------------|---------------------------|
| Add Row (above/below)   | Alt & I - R/ Alt & I - W  |
| Add Column (left/right) | Alt & I - C / Alt & I - G |
| Delete Row              | Alt & E-D                 |
| Delete Column           | Ctrl & Space - Ctrl & -   |
| Group Rows or Columns   | Alt & Shift & →           |
| Ungroup Rows or Columns | Alt & Shift & ←           |