

| Number Formatting | |
|-------------------|-------------------------|
| Ctrl + Shift + 1 | Apply number format |
| Ctrl + Shift + 2 | Apply time format |
| Ctrl + Shift + 3 | Apply Date format |
| Ctrl + Shift + 4 | Apply currency format |
| Ctrl + Shift + 5 | Apply percentage format |
| Ctrl + Shift + 6 | Apply exponent format |

| Entering Data | |
|------------------------|---------------------------------------|
| Tab | Move right |
| Shift + Tab | Move left |
| Ctrl + Enter | Enter the same data in multiple cells |
| Ctrl + D | Fill down from above cell |
| Ctrl + R | Fill right from cell left |
| Ctrl + K | Add hyperlink |
| Ctrl + Shift + ; | Insert current time |
| Ctrl + ; | Insert current date |
| Ctrl + Alt + Shift + ; | Insert current date and time |

| Selection Shortcuts | |
|----------------------|-------------------------------------|
| Shift + Space | Select entire row |
| Ctrl + Space | Select entire column |
| Ctrl + A | Select entire google sheet |
| Ctrl + Shift + Space | Select entire google sheet |
| Shift + Click | Add adjacent cells to selection |
| Ctrl + Click | Add non-adjacent cells to selection |
| Ctrl + Backspace | Scroll to the active cell |

| Extend Selection Shortcuts | |
|----------------------------|---|
| Shift + → | Extend selection by one cell right |
| Shift + ← | Extend selection by one cell left |
| Shift + ↑ | Extend selection by one cell up |
| Shift + ↓ | Extend selection by one cell down |
| Ctrl + Shift + → | Extend the selection to the last cell right |
| Ctrl + Shift + ← | Extend the selection to the last cell left |

| | |
|------------------------|--|
| Ctrl + Shift + ↑ | Extend the selection to the last cell up |
| Ctrl + Shift + ↓ | Extend the selection to the last cell down |
| Shift + PageUp | Extend selection up one screen |
| Shift + PageDown | Extend selection down one screen |
| Alt + Shift + PageDown | Extend selection right one screen |
| Alt + Shift + PageUp | Extend selection left one screen |
| | |

| Navigation | |
|----------------|------------------------------------|
| → | Move one cell right |
| ← | Move one cell left |
| ↑ | Move one cell up |
| ↓ | Move one cell down |
| Alt + PageDown | Move one screen right |
| Alt + PageUp | Move one screen left |
| PageUp | Move one screen up |
| PageDown | Move one screen down |
| Ctrl + → | Move to right edge of data region |
| Ctrl + ← | Move to left edge of data region |
| Ctrl + ↑ | Move to top edge of data region |
| Ctrl + ↓ | Move to bottom edge of data region |
| Home | Move to beginning of row |
| Ctrl + Home | Move to the beginning of sheet |
| End | Move to end of row |
| Ctrl + End | Move to end of sheet |

| Google Sheets Shortcuts | |
|-------------------------|----------------------------------|
| Shortcut Keys | Action |
| Ctrl + O | Open options |
| Ctrl + Z | Undo last action |
| Ctrl + Y | Redo last action |
| Ctrl + C | Copy selected cells |
| Ctrl + Shift + Z or F4 | Repeat last action |
| Ctrl + X | Cut selected cells |
| Ctrl + V | Paste content from clipboard |
| Ctrl + Shift + V | Display paste special dialog box |

| | |
|------------------|--------------------------------|
| Ctrl + F | Display Find option |
| Ctrl + H | Display Find & Replace |
| Ctrl + S | Save[by default save in Drive] |
| Ctrl + P | Print |
| Ctrl + / | Show common keyboard shortcuts |
| Shift + F11 | Insert new sheet |
| | Borders Shortcuts |
| Alt + Shift + 7 | Apply border outline |
| Alt + Shift + 1 | Add border top |
| Alt + Shift + 2 | Add border right |
| Alt + Shift + 3 | Add border bottom |
| Alt + Shift + 4 | Add border left |
| Alt + Shift + 6 | Remove borders |
| | Formatting Shortcuts |
| Ctrl + B | Apply bold formatting |
| Ctrl + I | Apply italic formatting |
| Ctrl + U | Apply underline formatting |
| Alt + Shift + 5 | Apply strikethrough formatting |
| Ctrl + Shift + E | Align center |
| Ctrl + Shift + I | Align left |
| Ctrl + Shift + R | Align right |
| Ctrl + \ | Clear formatting |