

Top 10 Keyboard Shortcuts for Spreadsheets

Here is a short post on my top 10 favorite keyboard shortcuts for spreadsheets.

Keyboard shortcuts lets you perform an action in your spreadsheet by pressing certain keys on your keyboard. Why learn them? Shortcuts are time-saving, increasing your productivity and efficiency!

If you use a Mac, replace the Ctrl with the Command (or Apple) key. Unless specified, the shortcuts can be applied in both Google Spreadsheet and Microsoft Excel.



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Action	Shortcut
1. Undo	Ctrl + Z
2. Redo	Ctrl + Y
3. Select all	Ctrl + Shift + Space / Ctrl + A (Excel)
4. Select column	Ctrl + Space
5. Select row	Shift + Space
6. Chat	Shift + Esc (not available in Excel)
7. Edit a cell	F2 or Enter (Fn + F2 on Mac)
8. Array function	Ctrl + Shift + Enter
9. Find and Replace	Ctrl + F

Are you surprised that Save or Ctrl + S didn't make it to the top 10? In Google spreadsheets, saving occurs automatically, so there's no need to manually save.

For a complete list of shortcuts in Google spreadsheet, see [Google support](#)

For a complete list of shortcuts in Excel, see [Microsoft Excel help](#)

What are your favorite shortcuts?

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