

Tip Tuesday

Work Faster with Shortcuts Part 4: Sheets



Google Sheets users: checkout these shortcuts

1. Use these keyboard shortcuts when in Google Sheets:

Press these keys at the same time	Get this result	Press this key	Get this result
Ctrl + ;	Insert date	F4	Absolute/relative (toggle)
Ctrl + Shift + ;	Insert time	Home	Move to beginning of row
Ctrl + D	Fill down (select cells first)	End	Move to end of row
Ctrl + R	Fill right (select cells first)	F1	Formula help <i>(when entering a formula)</i>
Ctrl + ~	View formulas	Esc	Cancel typing actions <i>(returns original cell contents)</i>

As in Docs, these also work:

- *Ctrl+z = undo*
- *Ctrl+y = redo*
- *Ctrl+a = select all*

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