

Topic	ID	Description	PC Shortcut
Navigation Browser	1	New Window	CTRL + N
	2	New Tab	CTRL + T
	3	Close Current Tab	CTRL + W
	4	Move to Next Tab (right)	CTRL + TAB
	5	Move to Previous Tab (left)	CTRL + SHIFT + TAB
	6	Highlight URL Address	CTRL + L
	7	Reload Current Web Page	CTRL + R
	8	Find Text	CTRL + F
Navigation Google Drive	9	Show Google Drive Keyboard Shortcuts	SHIFT + ?
	10	Open Selected File or Folder	ENTER
	11	Go Previous (go back one folder)	G then P
	12	Delete Selected File(s) or Folder(s)	DEL
	13	Create New Folder	SHIFT + F
	14	Rename Selected File or Folder	N
	15	More Actions (right-click selected file(s) or folder(s))	A
	16	Move Selected File(s) or Folder(s)	Z
	17	Expand Selection of File(s) or Folder(s)	SHIFT + ARROWS
	18	Select Non-Adjacent File(s) or Folder(s)	CTRL + ARROWS then X
Nav. Workbooks & Worksheets	21	Close Current Workbook (Browser Tab)	CTRL + W
	22	Move to Next Workbook (Browser Tab)	CTRL + TAB
	23	Move to Previous Workbook (Browser Tab)	SHIFT + CTRL + TAB
	24	Move to Next Worksheet (right)	ALT + ↓
	25	Move to Previous Worksheet (left)	ALT + ↑
	26	Insert New Worksheet	SHIFT + F11
Nav. Rows & Cols	27	Select All	CTRL + A
	28	Select Entire Column	CTRL + SPACE
	29	Select Entire Row	SHIFT + SPACE
	30	Insert Row(s) Above Current Selection	ALT + I + R
	31	Insert Column(s) Left of Current Selection	ALT + I + C
	32	Delete Selected Row(s)	ALT + E + D
Navigation Cells	33	Delete Selected Column(s)	ALT + E + E
	34	Insert Cells(s) and Shift Current Selection Down	ALT + I + D
	35	Insert Cells(s) and Shift Current Selection Right	ALT + I + I
	36	Delete Selected Cells(s) and Shift Up	ALT + E + Y
	37	Delete Selected Cells(s) and Shift Left	ALT + E + Z
	38	Expand Selection of Cells	SHIFT + ARROWS
	39	Catapult to Next or Last Non-Empty Cell	CTRL + ARROWS
	40	Select & Catapult to Next or Last Non-Empty Cell	SHIFT + CTRL + ARROWS
	41	Move to First Cell of Worksheet	CTRL + Home
	42	Move to Last Cell of Worksheet	CTRL + End
	43	Edit Cell Contents / Save Cell Changes & Move 1 Down	ENTER
	44	Exit Cell Without Saving Changes	ESC
	45	Save Cell Changes & Move 1 Right	TAB

Topic	ID	Description	PC Shortcut
Navigation Menus	46	File Menu	ALT + F
	47	Edit Menu	ALT + E
	48	View Menu	ALT + V
	49	Insert Menu	ALT + I
	50	Format Menu	ALT + O
	51	Tools Menu	ALT + T
Format Align	52	Add-Ons Menu	ALT + N
	53	Help Menu	ALT + H
Format Borders	54	Format Selected Cell(s) with Align Left	CTRL + SHIFT + L
	55	Format Selected Cell(s) with Align Center	CTRL + SHIFT + E
	56	Format Selected Cell(s) with Align Right	CTRL + SHIFT + R
	57	Add Top Border to Selected Cell(s)	SHIFT + ALT + 1
	58	Add Right Border to Selected Cell(s)	SHIFT + ALT + 2
	59	Add Bottom Border to Selected Cell(s)	SHIFT + ALT + 3
Format Numbers	60	Add Left Border to Selected Cell(s)	SHIFT + ALT + 4
	61	Add Outside Border to Selected Cell(s)	SHIFT + ALT + 7
	62	Remove All Borders to Selected Cell(s)	SHIFT + ALT + 6
	63	Format Selected Cell(s) as "Decimal"	CTRL + SHIFT + 1
	64	Format Selected Cell(s) as "Time"	CTRL + SHIFT + 2
	65	Format Selected Cell(s) as "Date"	CTRL + SHIFT + 3
Format Misc	66	Format Selected Cell(s) as "Currency"	CTRL + SHIFT + 4
	67	Format Selected Cell(s) as "Percentage"	CTRL + SHIFT + 5
	68	Format Selected Cell(s) as "Exponent"	CTRL + SHIFT + 6
Data Manipulation	69	Select Non-Adjacent Cells	CTRL + Click
	70	Clear Formatting in Selected Cell(s)	CTRL + \
	71	Open Right-Click Menu Based on Current Selection	CTRL + SHIFT + \
	72	Insert Line Break (in cell edit mode)	ALT + ENTER
	73	Repeat Last Action	F4
Formulas	74	Undo Last Action	CTRL + Z
	75	Redo Last Action	CTRL + Y
	76	Cut Selected Cell(s)	CTRL + X
	77	Copy Selected Cell(s)	CTRL + C
	78	Paste Clipboard Contents to Selected Cells	CTRL + V
	79	Paste Values Only to Selected Cells	CTRL + SHIFT + V
	80	Paste Formats Only to Selected Cells	CTRL + ALT + V
	81	Paste Formulas Only to Selected Cells	ALT + E + S + F
	82	Paste Column Widths Only to Selected Cells	ALT + E + S + W
Drop-downs	83	Toggle Formula Audit Mode	CTRL + ` (grave)
	84	Toggle Absolute/Relative Cell References	F4 (in cell edit mode)
Quick Values	85	Toggle Function Help Window	F1 (in cell edit mode)
	86	Auto-Complete Highlighted Function from List	TAB (in cell edit mode)
Quick Values	87	Open Dropdown List / Choose Highlighted List Item	ENTER (cell w/ dropdown)
	88	Open Filter Dropdown Menu	CTRL + ALT + R
Quick Values	89	Insert Today's Date Value Into Active Cell	CTRL + ; (semi-colon)
	90	Insert Current Time Value Into Active Cell	CTRL + : (colon)

Topic	ID	Description	MAC Shortcut
Navigation Browser	1	New Window	CMD + N
	2	New Tab	CMD + T
	3	Close Current Tab	CMD + W
	4	Move to Next Tab (right)	CTRL + TAB
	5	Move to Previous Tab (left)	CTRL + SHIFT + TAB
	6	Highlight URL Address	CMD + L
	7	Reload Current Web Page	CMD + R
	8	Find Text	CMD + F
Navigation Google Drive	9	Show Google Drive Keyboard Shortcuts	SHIFT + ?
	10	Open Selected File or Folder	ENTER
	11	Go Previous (go back one folder)	G then P
	12	Delete Selected File(s) or Folder(s)	fn + DEL
	13	Create New Folder	SHIFT + F
	14	Rename Selected File or Folder	N
	15	More Actions (right-click selected file(s) or folder(s))	A
	16	Move Selected File(s) or Folder(s)	Z
	17	Expand Selection of File(s) or Folder(s)	SHIFT + ARROWS
	18	Select Non-Adjacent File(s) or Folder(s)	CMD + ARROWS then X
Nav. Workbooks & Worksheets	21	Close Current Workbook (Browser Tab)	CMD + W
	22	Move to Next Workbook (Browser Tab)	CTRL + TAB
	23	Move to Previous Workbook (Browser Tab)	SHIFT + CTRL + TAB
	24	Move to Next Worksheet (right)	OPT + ↓
	25	Move to Previous Worksheet (left)	OPT + ↑
	26	Insert New Worksheet	fn + SHIFT + F11
Nav. Rows & Cols	27	Select All	CMD + A
	28	Select Entire Column	CTRL + SPACE
	29	Select Entire Row	SHIFT + SPACE
	30	Insert Row(s) Above Current Selection	CTRL + OPT + I + R
	31	Insert Column(s) Left of Current Selection	CTRL + OPT + I + C
	32	Delete Selected Row(s)	CTRL + OPT + E + D
Navigation Cells	33	Delete Selected Column(s)	CTRL + OPT + E + E
	34	Insert Cells(s) and Shift Current Selection Down	CTRL + OPT + I + D
	35	Insert Cells(s) and Shift Current Selection Right	CTRL + OPT + I + I
	36	Delete Selected Cells(s) and Shift Up	CTRL + OPT + E + Y
	37	Delete Selected Cells(s) and Shift Left	CTRL + OPT + E + Z
	38	Expand Selection of Cells	SHIFT + ARROWS
	39	Catapult to Next or Last Non-Empty Cell	CMD + ARROWS
	40	Select & Catapult to Next or Last Non-Empty Cell	SHIFT + CMD + ARROWS
	41	Move to First Cell of Worksheet	fn + CMD + ←
	42	Move to Last Cell of Worksheet	fn + CMD + →
	43	Edit Cell Contents / Save Cell Changes & Move 1 Down	ENTER
	44	Exit Cell Without Saving Changes	ESC
	45	Save Cell Changes & Move 1 Right	TAB

Topic	ID	Description	MAC Shortcut
Navigation Menus	46	File Menu	CTRL + OPT + F
	47	Edit Menu	CTRL + OPT + E
	48	View Menu	CTRL + OPT + V
	49	Insert Menu	CTRL + OPT + I
	50	Format Menu	CTRL + OPT + O
	51	Tools Menu	CTRL + OPT + T
	52	Add-Ons Menu	CTRL + OPT + N
Format Align	53	Help Menu	CTRL + OPT + H
	54	Format Selected Cell(s) with Align Left	SHIFT + CMD + L
	55	Format Selected Cell(s) with Align Center	SHIFT + CMD + E
Format Borders	56	Format Selected Cell(s) with Align Right	SHIFT + CMD + R
	57	Add Top Border to Selected Cell(s)	SHIFT + OPT + 1
	58	Add Right Border to Selected Cell(s)	SHIFT + OPT + 2
	59	Add Bottom Border to Selected Cell(s)	SHIFT + OPT + 3
	60	Add Left Border to Selected Cell(s)	SHIFT + OPT + 4
	61	Add Outside Border to Selected Cell(s)	SHIFT + OPT + 7
Format Numbers	62	Remove All Borders to Selected Cell(s)	SHIFT + OPT + 6
	63	Format Selected Cell(s) as "Decimal"	CTRL + SHIFT + 1
	64	Format Selected Cell(s) as "Time"	CTRL + SHIFT + 2
	65	Format Selected Cell(s) as "Date"	CTRL + SHIFT + 3
	66	Format Selected Cell(s) as "Currency"	CTRL + SHIFT + 4
Format Misc	67	Format Selected Cell(s) as "Percentage"	CTRL + SHIFT + 5
	68	Format Selected Cell(s) as "Exponent"	CTRL + SHIFT + 6
	69	Select Non-Adjacent Cells	CMD + Click
Data Manipulation	70	Clear Formatting in Selected Cell(s)	CMD + \
	71	Open Right-Click Menu Based on Current Selection	SHIFT + CMD + \
	72	Insert Line Break (in cell edit mode)	OPT + ENTER
	73	Repeat Last Action	F4
Formulas	74	Undo Last Action	CMD + Z
	75	Redo Last Action	CMD + Y
	76	Cut Selected Cell(s)	CMD + X
	77	Copy Selected Cell(s)	CMD + C
	78	Paste Clipboard Contents to Selected Cells	CMD + V
	79	Paste Values Only to Selected Cells	SHIFT + CMD + V
	80	Paste Formats Only to Selected Cells	OPT + CMD + V
	81	Paste Formulas Only to Selected Cells	CTRL + OPT + E + S + F
	82	Paste Column Widths Only to Selected Cells	CTRL + OPT + E + S + W
Drop-downs	83	Toggle Formula Audit Mode	CTRL + ` (grave)
	84	Toggle Absolute/Relative Cell References	fn + F4 (in cell edit mode)
Quick Values	85	Toggle Function Help Window	F1 (in cell edit mode)
	86	Auto-Complete Highlighted Function from List	TAB (in cell edit mode)
Quick Values	87	Open Dropdown List / Choose Highlighted List Item	ENTER (cell w/ dropdown)
	88	Open Filter Dropdown Menu	CTRL + CMD + R
Quick Values	89	Insert Today's Date Value Into Active Cell	CMD + ; (semi-colon)
	90	Insert Current Time Value Into Active Cell	CMD + : (colon)