

Keyboard Shortcuts using the "Ctrl" key

11oct18

- + Add a new cell, group of cells, line, or column (or more)
- Delete a new cell, group of cells, line, or column (or more)

- c Copy a cell, or a group of cells
- v Paste a cell, or a group of cells into a new place
- x Copy a cell, or a group of cells for pasting; delete the source after pasting

- z Undo the last entry
- y **RE**do the last deleted entry

- p Print

Mouse Choose more than 1 cell on which to operate

- 1 Format one or more cells. columns, rows, or any selected ones.

- b Toggle ON or OFF on the BOLD function; if characters are highlighted, just BOLD them
- i Toggle ON or OFF on the ITALICIZE function; if characters are highlighted, just ITALICIZE them
- u Toggle ON or OFF on the UNDERLINE function; if characters are highlighted, just UNDERLINE them
By the way, Ctrl-2, -3, & -4, respectively, do the same as these above commands
- a Select & highlight the whole sheet
- s Save your spreadsheet. By the way, instead using F12 allows you to save with a new name.
- f Find some text
- h Find some text & replace it with some other text
- d Duplicate what is immediately above

Home Jump to the top left corner of the spreadsheet

