

Zoho Sheet Shortcuts

Platform: Windows/English

File Operations	
ctrl+n	New File
ctrl+o	Open File
ctrl+s	Save File
ctrl+p	Print File

Actions	
shift+f11	Insert a new worksheet
ctrl+z	Undo last action
ctrl+y	Redo last action
ctrl+x	Cut
ctrl+c	Copy
ctrl+v	Paste
alt+f8	Run Macros / View Macros List
alt+f11	Open VBA Editor
shift+f2	Add / Edit cell comment
ctrl+d	Fill Down
ctrl+r	Fill to The Right
ctrl+;	Insert the current date in cell
ctrl+shift+ ;	Insert the current time in cell
alt+ down	Display the auto suggest list Alt + Down

Navigate inside worksheet	
tab	Move to next cell in row
shift+tab	Move to previous cell in row
page up	Up one screen
page down	Down one screen
ctrl+home	Go to first cell in data region
ctrl+end	Go to last cell in data region
ctrl+g	Go to cell command
ctrl+f	or F3 Find within spreadsheet
ctrl+ left	Data Region Left
ctrl+ right	Data Region Right
ctrl+ down	Data Region Down
ctrl+ up	Data Region Up
ctrl+shift+n	Focus Name Box

Editing	
f2	Edit active cell
esc	Cancel cell entry
ctrl+shift+f	Focus Formula Field
delete	Delete selected cell / cell range
delete	Delete one character to right while typing in a cell
backspace	Delete one character to left while typing in a cell

Formatting	
ctrl+b	Bold toggle for selection
ctrl+i	Italic toggle for selection
ctrl+u	Underline toggle for selection
ctrl+shift+ 5	Strikethrough toggle for selection
ctrl+ enter (or) alt + enter	Line break in cell

Selection	
ctrl+a	Select whole spreadsheet
ctrl+space	Select column
shift+space	Select row
ctrl+shift+home	Select from current cell to the first cell A1
ctrl+shift+end	Select from current cell to the last cell in the data region
shift+home	Select from current cell to the first cell in the same row
shift+end	Select from current cell to the last cell in the same row
ctrl+shift+ Left	Select Data Region to the Left
ctrl+shift+ Right	Select Data Region to the Right
ctrl+shift+ Down	Select Data Region Down
ctrl+shift+ Up	Select Data Region Up

Formula related shortcuts	
=	Start a formula
f9	Recalculate Formulas
alt+=	Auto Sum
shift+f3	Show Function Dialog Box
ctrl+shift+u	Toggle Expand and Collapse of Formula Bar

Shortcuts for Objects (Buttons, Images, Charts, etc)	
ctrl+ click	Select/Focus the object
arrow keys	Move the selected object in the desired direction
ctrl+arrow keys	Snap the the object's left/top with the adjacent cell
ctrl+shift+arrow keys	Snap the the object's right/bottom with the adjacent cell
tab	Navigate to the next object
shift+ tab	Navigate to the previous object
f2	Edit mode
esc	Return the focus to the active cell
esc	Cancel dragging the object