

Google Spreadsheet - Formatting		Google Spreadsheet - Misc		Google Document - Action	
Bold	<i>ctrl+B</i>	Save	<i>ctrl+S</i>	Insert comment	<i>ctrl+alt+M</i>
Underline	<i>ctrl+U</i>	Open	<i>ctrl+O</i>	Select all	<i>ctrl+A</i>
Italic	<i>ctrl+I</i>	Make a copy	<i>ctrl+shift+S</i>	Copy	<i>ctrl+C</i>
Strikethrough	<i>alt+shift+5</i>	Print	<i>ctrl+P</i>	Print	<i>ctrl+P</i>
Apply outer border	<i>alt+shift+7</i>	Show all formulas	<i>ctrl+~</i>	Save	<i>ctrl+S</i>
Remove borders	<i>alt+shift+-</i>	Switch to Compact mode	<i>ctrl+shift+F</i>	Paste	<i>ctrl+V</i>
Apply top border	<i>alt+shift+T</i>	Chat	<i>shift+Esc</i>	Cut	<i>ctrl+X</i>
Apply bottom border	<i>alt+shift+B</i>	Open documentation (new window)	<i>shift+F1</i>	Undo	<i>ctrl+Z</i>
Apply left border	<i>alt+shift+L</i>	Show shortcuts	<i>ctrl+/</i>	Redo	<i>ctrl+Y</i>
Apply right border	<i>alt+shift+R</i>	Activate ARIA/JAWS reader	<i>alt+shift+~</i>	Browser's right-click options	<i>shift+right-click</i>
Format as currency	<i>alt+shift+4</i>	Google Document - Navigation		Compact controls	<i>ctrl+shift+F</i>
Format as percentage	<i>alt+shift+5</i>	Move focus to menu bar	<i>alt+shift+F</i>	Increase paragraph indent.	<i>tab</i>
Format as exponent	<i>alt+shift+6</i>	Chat	<i>shift+esc</i>	Decrease paragraph indent.	<i>shift+tab</i>
Format as date	<i>alt+shift+3</i>	Move to header	<i>ctrl+alt+O</i> then <i>ctrl+alt+H</i>	Insert footnote	<i>ctrl+alt+F</i>
Format as time	<i>alt+shift+2</i>	Move to footer	<i>ctrl+alt+O</i> then <i>ctrl+alt+F</i>	Insert link	<i>ctrl+K</i>
Format as decimal	<i>alt+shift+1</i>	Move to next heading	<i>ctrl+alt+N</i> then <i>ctrl+alt+H</i>	Find	<i>ctrl+F</i>
Google Spreadsheet - Navigation		Move to previous heading	<i>ctrl+alt+P</i> then <i>ctrl+alt+H</i>	Word count	<i>ctrl+shift+C</i>
Move to start of row	<i>Home</i>	Move to next heading [1-6]	<i>ctrl+alt+N</i> then <i>ctrl+alt+[1-6]</i>	Get definitions	<i>ctrl+shift+Y</i>
Move to beginning of sheet	<i>ctrl+Home</i>	Move to previous heading [1-6]	<i>ctrl+alt+P</i> then <i>ctrl+alt+[1-6]</i>	Google Document - Paragraph formatting	
Move to end of row	<i>End</i>	Move to current footnote	<i>ctrl+alt+F</i> then <i>ctrl+alt+E</i>	Normal paragraph style	<i>ctrl+alt+0</i>
Move to end of sheet	<i>ctrl+End</i>	Move to next misspelling	<i>ctrl+;</i>	Header style 1	<i>ctrl+alt+1</i>
Move to next sheet	<i>ctrl+shift+PageDown</i>	Google Document - Formatting		Header style 2	<i>ctrl+alt+2</i>
Move to previous sheet	<i>ctrl+shift+PageUp</i>	Bold	<i>ctrl+B</i>	Header style 3	<i>ctrl+alt+3</i>
Scroll to active cell	<i>ctrl+backspace</i>	Italicize	<i>ctrl+I</i>	Header style 4	<i>ctrl+alt+4</i>
Find & Replace	<i>ctrl+F</i>	Underline	<i>ctrl+U</i>	Header style 5	<i>ctrl+alt+5</i>
Google Spreadsheet - Actions		Superscript	<i>ctrl+.</i>	Header style 6	<i>ctrl+alt+6</i>
Edit a cell	<i>F2</i>	Subscript	<i>ctrl+,</i>	Left alignment	<i>ctrl+alt+L</i>
Undo	<i>ctrl+Z</i>	Copy formatting	<i>ctrl+alt+C</i>	Center alignment	<i>ctrl+alt+E</i>
Redo	<i>ctrl+Y</i>	Paste formatting	<i>ctrl+alt+V</i>	Right alignment	<i>ctrl+alt+R</i>
Insert time	<i>ctrl+shift+:</i>	Clear formatting	<i>ctrl+\</i>	Full justify	<i>ctrl+alt+J</i>
Insert date	<i>ctrl+;</i>	Google Document - Formatting		Numbered list	<i>ctrl+alt+7</i>
Fill range	<i>ctrl+Enter</i>	Bold	<i>ctrl+B</i>	Bulleted list	<i>ctrl+alt+8</i>
Fill down	<i>ctrl+D</i>	Italic	<i>ctrl+I</i>	Google Presentations - shortcuts	
Fill right	<i>ctrl+R</i>	Underline	<i>ctrl+U</i>	Insert new slide	<i>ctrl+M</i>
Insert/Edit comment	<i>shift+F2</i>	Save	<i>ctrl+S</i>	Move focus to menu bar	<i>alt+shift+F</i>
Insert array formula	<i>ctrl+shift+Enter</i>	Move down one screen	<i>PageDown</i>	Copy	<i>ctrl+C</i>
Add new sheet	<i>shift+F11</i>	Move up one screen	<i>PageUp</i>	Cut	<i>ctrl+X</i>
Google Spreadsheet - Selecting		Cheat Sheet		Paste	<i>ctrl+V</i>
Select column	<i>ctrl+Space</i>	This cheat sheet was published on 16th November,		Bold	<i>ctrl+B</i>
Select row	<i>shift+Space</i>			Italic	<i>ctrl+I</i>
Select all cells	<i>ctrl+shift+Space</i>			Underline	<i>ctrl+U</i>
Select active range	<i>ctrl+shift+8</i>			Save	<i>ctrl+S</i>
Cheatographer		Sponsor		Move down one screen	<i>PageDown</i>
Frederic Villemin (fredv)		Envoy, for simple and effective bug management.		Move up one screen	<i>PageUp</i>



cheatography.com/fredv/
www.tasteofindie.com

2011 and was last updated on 17th November,
2011.

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<http://www.envoyapp.com>
