

Shortcuts	
To add a row	Ctrl Alt +
To remove a row	Ctrl Alt -
Select all	Ctrl A
Copy	Ctrl C
Cut	Ctrl X
Paste	Ctrl V
Undo	Ctrl Z
Navigating to the extreme of the sheet or text	Ctrl (left/right/top/up)
To select the continuous cells with or without text	Ctrl Shift (left/right/top/up)
To select the continuous cells with or without text - Limited	Shift (left/right/top/up)
Zoom in/out	Ctrl +/-
To add a hyperlink	Ctrl k
Hiding a cell/range	Ctrl Alt ) or Ctrl Alt (