

# How do I use the Undo and Redo functions in Google Sheets?

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## RECOMMENDED CITATION

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The Undo and Redo functions in Google Sheets allow users to easily reverse or redo any changes made to their spreadsheet. To use the Undo function, simply click on the "Undo" button located at the top of the screen or use the shortcut "Ctrl + Z" on a PC or "Command + Z" on a Mac. This will revert the last action taken in the spreadsheet. Similarly, the Redo function can be accessed by clicking on the "Redo" button or using the shortcut "Ctrl + Y" on a PC or "Command + Y" on a Mac. This will redo the last action that was undone. These functions are useful for correcting mistakes or experimenting with different changes in a spreadsheet.

## Google Sheets Undo and Redo

### Undo

The Undo function lets you reverse an action.

Undo is helpful if you regret an action and want to go back to how it was before.

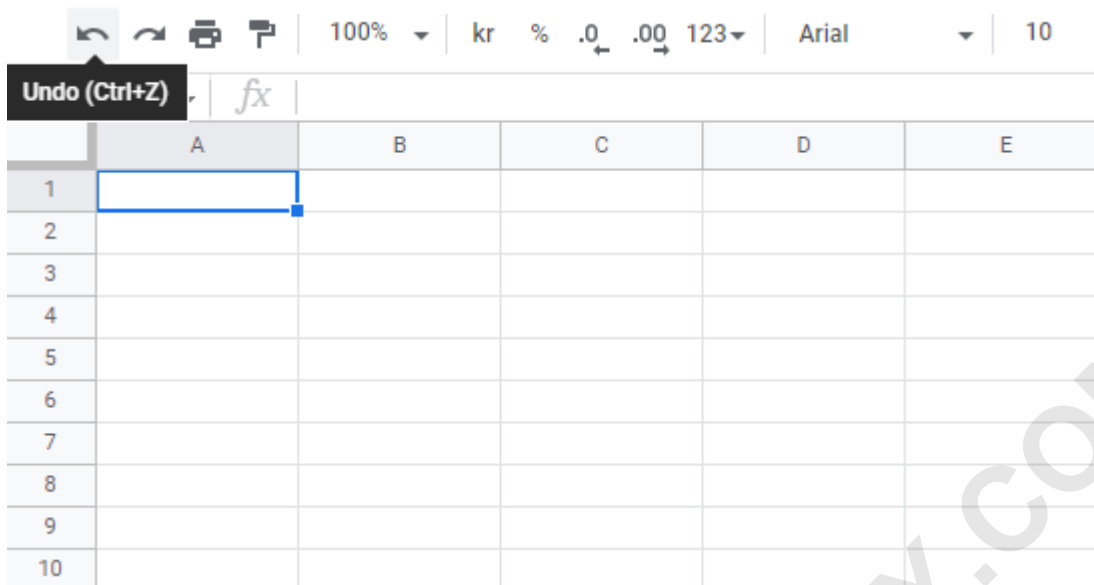
Examples of use

Undo deleting a formula Undo adding a column Undo removing a row

**Note:** You cannot Undo things that you do in the File Menu, such as deleting a sheet, saving a spreadsheet or changing the options. The thumb rule is that you can Undo things you do in your sheet.

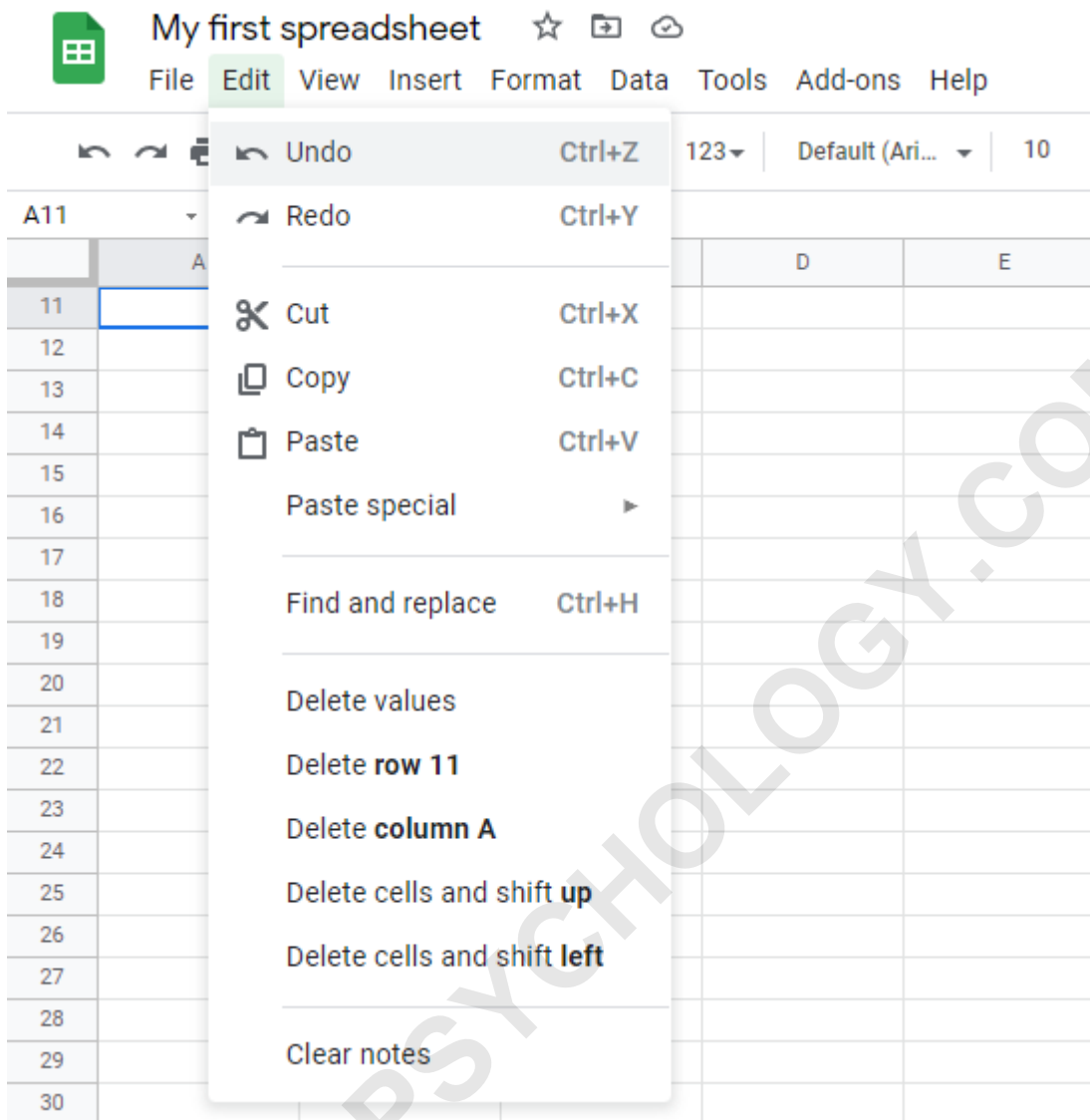
There are three ways to access the Undo command.

1) Pressing the Undo button in the Ribbon:

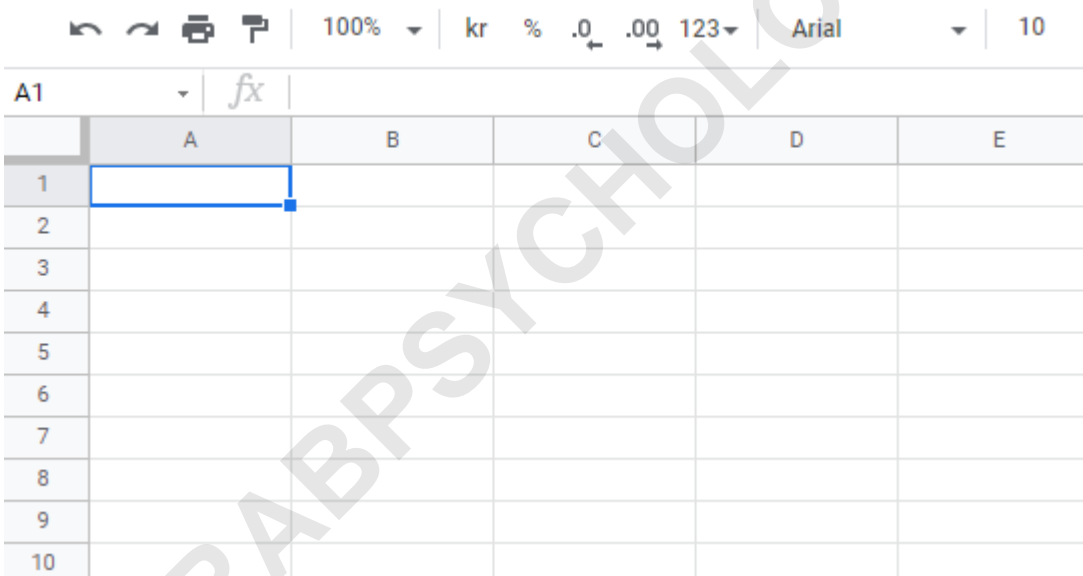
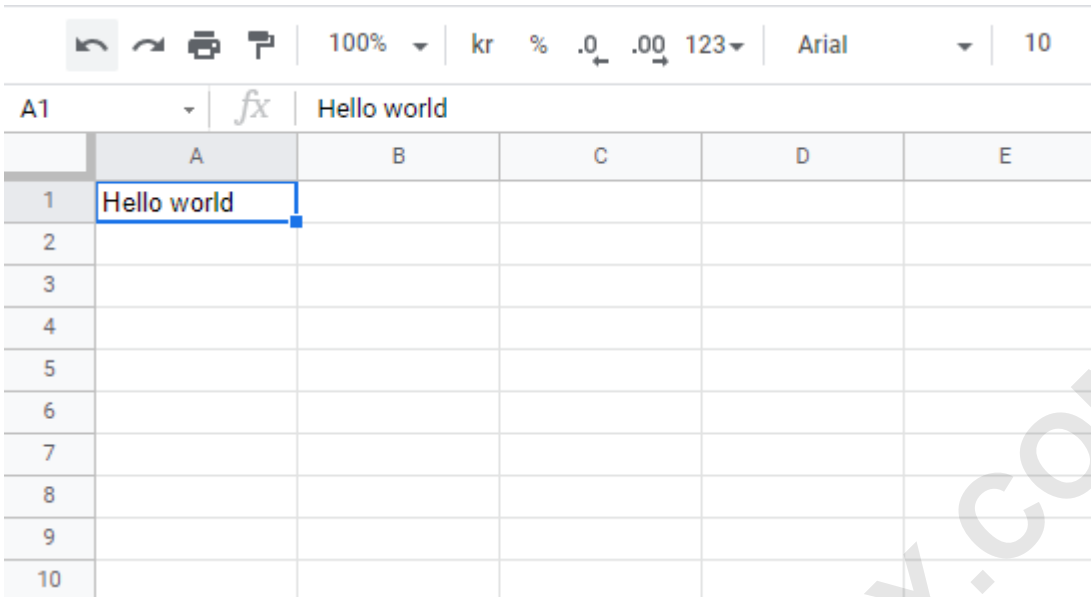


2) Using the keyboard shortcut `Ctrl+Z` (Command+Z for Mac)

3) Using the **Edit** menu from the menu bar



Let's have a look at an example:



**Note::** It is recommended to practice using the keyboard shortcut. It saves you time!

## Redo

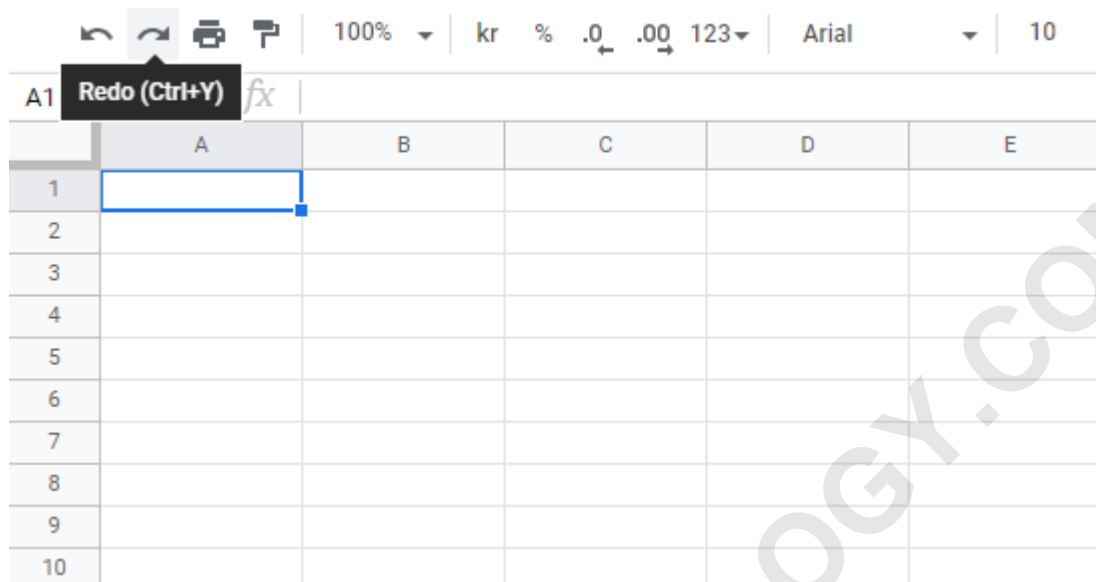
The Redo function has the opposite effect as Undo, it reverses the Undo action.

Redo is helpful if you regret using Undo.

**Note:** The Redo command is only available if you have used Undo.

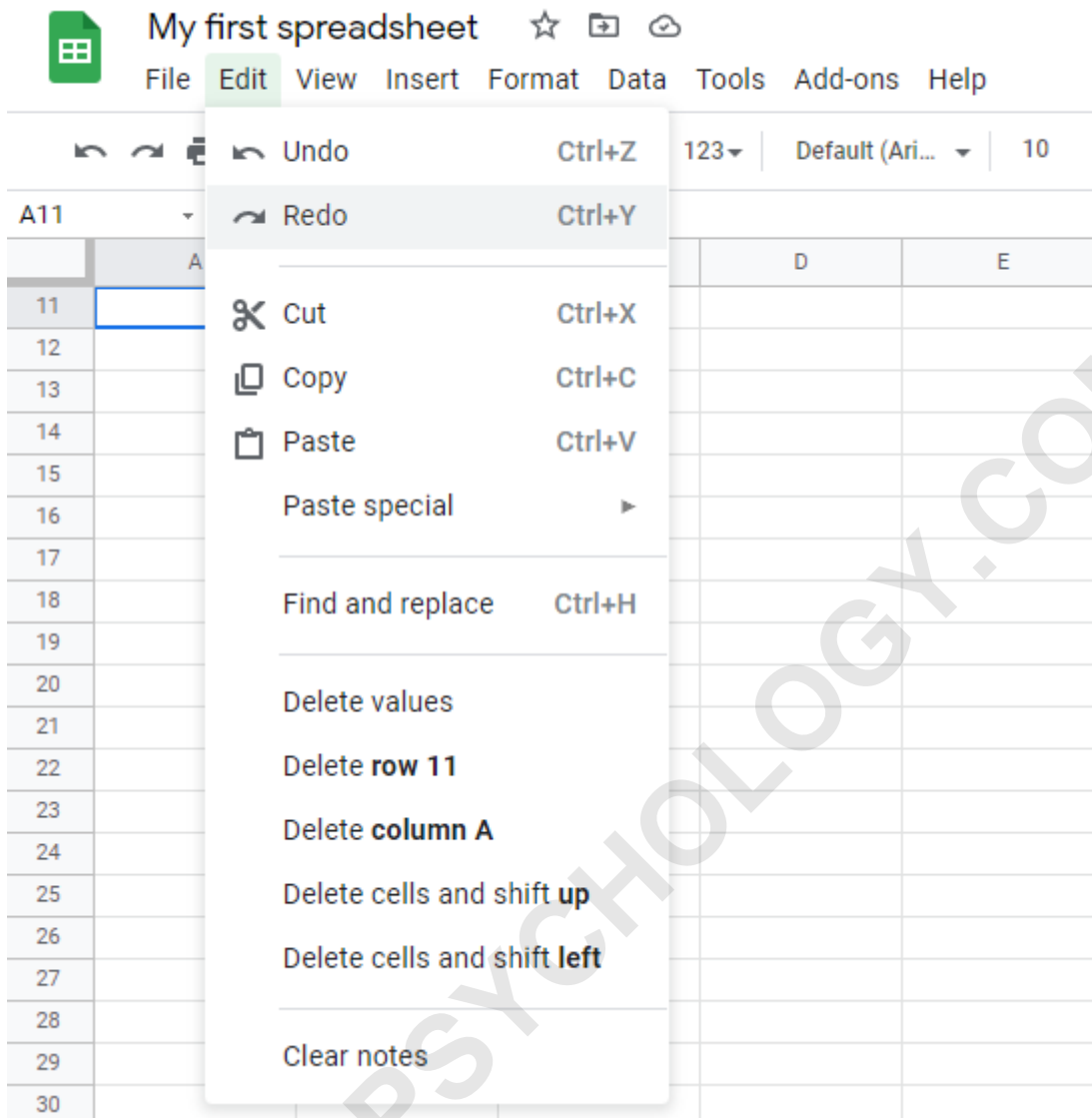
There are three ways to access the Redo command.

1) Pressing the Redo button in the Ribbon:



2) Using the keyboard shortcut `Ctrl+Y` (`Command+Y` for Mac)

3) Using the **Edit** menu from the menu bar



**Tip:** Practice for yourself to get familiar with Undo and Redo.

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