



Basic Navigation & Editing

General Shortcuts

Ctrl + C / Cmd + C	Copy selected cell(s)
Ctrl + V / Cmd + V	Paste into selected cell(s)
Ctrl + X / Cmd + X	Cut selected cell(s)
Ctrl + Z / Cmd + Z	Undo last action
Ctrl + Y / Cmd + Shift + Z	Redo action
Ctrl + F / Cmd + F	Find in current view
Ctrl + A / Cmd + A	Select all records in view
Esc	Exit cell/record/dialog

Record Interaction Shortcuts

Enter	Open selected record/cell for editing
Shift + Enter	Add new line within a long text cell
Space	Open selected record in expanded view
Ctrl + D / Cmd + D	Duplicate selected record(s)
Delete	Delete selected record(s)
↑ ↓ → ←	Navigate between cells
Shift + ↑ ↓	Select multiple rows
Shift + ← →	Select multiple columns (cells across rows)
Page Up / Page Down	Scroll up/down a page

Basic Field Types

Single line text	Short text strings.
Long text	Multiple lines of text. Supports rich text formatting.
Number	Numeric values. Can set precision.
Checkbox	Simple boolean (Yes/No) field.
Single select	Select one option from a predefined list.
Multiple select	Select multiple options from a predefined list.
Date	A calendar date. Can include time.
Attachment	Upload files (images, documents, etc.).
Formula	Calculates a value based on other fields.

Basic Filtering & Sorting

<p>Filtering: Click the "Filter" button (funnel icon) in the view bar. Add conditions to show only records that match criteria. Combine conditions with AND/OR logic.</p> <p>Common Filter Conditions: is, is not, is empty, is not empty, contains, does not contain. For numbers: >, <, =, is greater than, etc. For dates: is today, is before, is after, is within the last...</p>
<p>Sorting: Click the "Sort" button in the view bar. Choose a field to sort by. Select Ascending (A-Z, 1-9) or Descending (Z-A, 9-1). Add multiple sort levels.</p>
<p>Grouping: Click the "Group" button in the view bar. Choose a field to group records by. Records will be organized under headings for each unique value in the chosen field. Useful for summaries and aggregation.</p>
<p>Hidden Fields: Click the "Hide fields" button (eye icon) in the view bar. Toggle visibility for fields in the current view. Does not delete field data.</p>

Data Entry & Formulas

Data Entry & Filling

Fill Handle	Click and drag the square at the bottom-right corner of a selected cell/range to copy content or extend series.
Paste Options	When pasting, <code>Ctrl+V</code> / <code>Cmd+V</code> pastes value. Right-click or use menu for other options (paste values, paste formatting, etc.).
Pasting from Spreadsheet	You can paste entire tables or ranges from Excel/Google Sheets directly into an Airtable view.
Bulk Editing	Select multiple cells in the same field (or records). Type a value or select an option. It will apply to all selected cells.
Rich Text	Long Text fields support bold, italics, lists, links. Use the editor or markdown syntax.
@mentions	In Long Text or comments, type <code>@</code> followed by a collaborator's name to notify them.
Adding Attachments	Drag and drop files directly into an Attachment cell or the expanded record view.

Common Formula Functions (Text)

<code>CONCATENATE(text1, text2, ...)</code>	Joins multiple text strings together. Example: <code>CONCATENATE("Hello", " ", "World")</code> -> "Hello World"
<code>&</code> (Concatenation Operator)	Shorthand for concatenating text. Example: <code>"Hello" & " " & "World"</code> -> "Hello World"
<code>LEFT(text, num)</code>	Extracts characters from the beginning of a string.
<code>RIGHT(text, num)</code>	Extracts characters from the end of a string.
<code>MID(text, start, num_chars)</code>	Extracts characters from the middle of a string.
<code>LEN(text)</code>	Returns the length of a text string.
<code>LOWER(text)</code>	Converts text to lowercase.
<code>UPPER(text)</code>	Converts text to uppercase.
<code>TRIM(text)</code>	Removes leading and trailing spaces.

View Management & Collaboration

Managing Views

Create New Views: Click the <code>+ Add a view</code> button in the sidebar. Choose view type (Grid, Form, Calendar, Gallery, Kanban, Gantt, Timeline).
Duplicate View: Hover over a view name in the sidebar, click the arrow, select <code>Duplicate view</code> .
Rename/Delete View: Hover over a view name, click the arrow, select <code>Rename view</code> or <code>Delete view</code> .
Personal vs. Collaborative Views: Personal views (<code>Private view</code>) are only visible to you. Collaborative views (<code>Shared view</code>) are visible to anyone with base access.
Lock View: Click the lock icon next to the view name to prevent others from modifying its configuration (filters, sorts, grouping, hidden fields).
Sharing Views: Click the <code>Share view</code> button. You can create a public or private shareable link to a specific view.
View Configuration: Each view can have its own independent filters, sorts, grouping, hidden fields, row height, and field order.

Common Formula Functions (Date/Time)

<code>NOW()</code>	Current date and time (updates frequently).
<code>TODAY()</code>	Current date (updates daily).
<code>DATETIME_DIFF(date1, date2, unit)</code>	Difference between two dates in specified unit (<code>'days'</code> , <code>'hours'</code> , <code>'minutes'</code> , etc.).
<code>DATEADD(date, amount, unit)</code>	Add a specified amount of time to a date.
<code>DATESTR(date)</code>	Formats a date into a string.
<code>WEEKDAY(date)</code>	Returns the day of the week as a number (0=Sunday, 6=Saturday).
<code>MONTH(date)</code>	Returns the month as a number (1-12).
<code>YEAR(date)</code>	Returns the year.

Common Formula Functions (Logic & Numbers)

<code>IF(condition, value_if_true, value_if_false)</code>	Returns one value if a condition is true, another if false.
<code>AND(condition1, condition2, ...)</code>	Returns true if all conditions are true.
<code>OR(condition1, condition2, ...)</code>	Returns true if any condition is true.
<code>NOT(condition)</code>	Returns the opposite of a condition.
<code>BLANK()</code>	Returns an empty value.
<code>ISBLANK(field)</code>	Returns true if a field is empty.
<code>VALUE(text)</code>	Converts a text string to a number.
<code>SUM(number1, number2, ...)</code>	Adds numbers. Also works on arrays/rollup values.
<code>AVERAGE(number1, number2, ...)</code>	Calculates the average of numbers. Also works on arrays/rollup values.

Collaboration Features

Comments: Open a record in expanded view (<code>Space</code> or <code>Enter</code>), click the <code>Comments</code> tab to add notes and discuss records. Use <code>@</code> to mention collaborators.
Collaborator Field: Add a Collaborator field type to assign records to specific users with base access. Users receive notifications.
Base Sharing: Click the <code>Share</code> button in the top right to invite collaborators via email. Set permissions (Read-only, Commenter, Editor, Creator).
Permissions: Control what collaborators can do. Creators can build/modify bases, Editors can add/edit records, Commenters can only add comments, Read-only can only view.
Activity Feed: Click the clock icon in the top right or inside an expanded record view to see a history of changes made to the base or record.
Snapshots: Airtable automatically saves base snapshots, allowing you to restore previous versions (feature availability depends on plan).

Linking Records & Rollups

Linked Record Field	Connects a record in one table to one or more records in another table. Creates a two-way link.
Lookup Field	Pulls values from a specific field in the linked record(s) into the current table. Read-only.
Count Field	Counts the number of linked records for each record.
Rollup Field	Aggregates values from a specific field in the linked record(s). Requires selecting an aggregation function (SUM, AVERAGE, COUNT, MAX, MIN, ARRAYJOIN, ARRAYUNIQUE, etc.).
Creating Links	Add a 'Link to another record' field. Choose the target table. Can allow linking to multiple records.
Dependency:	Lookup, Count, and Rollup fields <i>depend</i> on a Linked Record field.

Advanced Features & Tips

Interface Designer Basics

Purpose: Create custom interfaces on top of your base data for specific workflows or user groups (e.g., dashboards, project trackers, data entry forms).
Access: Click the Interfaces button in the top left.
Layouts: Build interfaces using pre-built layouts or start from scratch.
Elements: Drag and drop elements onto your interface, such as text, data fields, grids, lists, charts, buttons, and forms.
Data Connection: Connect elements to your base tables and records.
Buttons: Configure buttons to trigger actions (e.g., open URL, run automation, update record, create record).
Sharing: Share interfaces with base collaborators, controlling their access and permissions within the interface.

Syncing Bases

Purpose: Share data between different Airtable bases. Keep data consistent across projects or teams without manual copying.
Sync Source: The base containing the original data to be shared.
Sync Destination: The base receiving the data. The synced table appears read-only in the destination base.
Configuration: Set up sync by choosing the source base, table, and view. Specify which fields to sync.
Updates: Changes in the source base are automatically (or manually, depending on settings) reflected in the destination base.
Use Cases: Centralized master lists (Products, Clients), sharing project data, data warehousing.

Automation Basics

What are Automations? Trigger-based actions performed automatically within your base or connected apps. Accessible via the Automations button in the top right.
Structure: Trigger: An event that starts the automation (e.g., record created, record updated, time based, form submitted). Actions: What happens after the trigger (e.g., send email, update record, create record, run script, send Slack message).
Common Triggers: When record matches conditions When a form is submitted At a scheduled time When a record is created When a record is updated
Common Actions: Send an email Update record Create record Find records Send a Slack message Run a script
Testing: Always test your automations thoroughly before turning them on.
History: View a run history for each automation to troubleshoot failures.

Extensions (Apps) Overview

Purpose: Add extra functionality to your base. Access via the Extensions button in the top right.
Types: <ul style="list-style-type: none">Data manipulation (e.g., Geocode, Batch Update)Visualization (e.g., Chart, Map)Utility (e.g., Send Email, PDF Generator)Integration (e.g., Google Calendar, Jira)
Adding Extensions: Browse the Extensions Marketplace and add them to your base.
Custom Extensions: Developers can build their own extensions using the Airtable Extensions SDK.
Running Scripts: Use the Scripting extension to write and run JavaScript code directly in your base to automate tasks or manipulate data.

Performance & Optimization Tips

Limit Views: Create only necessary views. Excessive views can slow down loading.
Optimize Formulas: Complex formulas or lookups/rollups over very large linked tables can impact performance. Simplify where possible.
Reduce Fields: Only include essential fields in your tables. More fields mean more data to load.
Archive Old Data: Move inactive records to a separate table or base to keep active tables smaller.
Use Filters & Hidden Fields: Use view configurations to show only the data you need at any given time.
Check Attachment Sizes: Very large attachments can consume storage and potentially affect loading times.