



Google Calendar cheat sheet

Navigate around the calendar

Keyboard shortcuts will work only on your computer. To enable shortcuts, click Settings icon and then Settings item. In the "Enable keyboard shortcuts" section, select Yes. At the bottom of the page, click Save to keep this change.

J or N	Change your calendar view to the next date range
R	Refresh the calendar
T	Go to current day
+	Move to add a calendar section
/	Activate the search box
S	Go to Settings page

Change calendar view

1 or D	Day view
2	Week View
W	Week view
3 or M	Month view
4 or X	Custom view
5	Agenda view

Modify an event

C	Create a new event
E	See an event's details
Backspace or Del	Delete an event
Z	Undo
S	Save event (in the event details page)
Esc	Return to calendar grid from event details page

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More information: defkey.com/ps/google-calendar-shortcuts

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