



# Apple Calendar cheat sheet

## Calendar shortcuts

Cmd + Right arrow	Go to the next day, week, month, or year
Cmd + Left arrow	Go to the previous day, week, month, or year
Cmd + T	Go to today's date
Shift + Cmd + T	Go to a specific date.
Cmd + 1	Switch to Day view
Cmd + 2	Switch to Week view
Cmd + 3	Switch to Month view
Cmd + 4	Switch to Year view
Control + Cmd + F	Switch to full-screen view. To exit full-screen view, press Escape
Cmd + +	Make text bigger
Cmd + -	Make text smaller
Cmd + R	Refresh all calendars
Space	(with the Calendar list open) Select or deselect the checkbox next to the selected calendar
Cmd + Left click	(any calendar's checkbox) Select or deselect all the checkboxes next to calendars in the Calendar list
Option + Cmd + Left click	(click any calendar's checkbox) Select the checkbox next to the selected calendar and deselect all other checkboxes
Shift + Cmd + N	Add a new calendar group
Option + Cmd + S	Add a new subscribed calendar
Cmd + P	Print a day, week, month, or year calendar

## Event shortcuts

Cmd + N	Add a new event
Cmd + E	Edit the selected event
Option + Cmd + I	Edit the selected event in the inspector window
Tab	(while an event is open) Go to the next field
Shift + Tab	(while an event is open) Go to the previous field

Enter or Esc	(while an event is open) Close the event editor
Tab	Select the next event
Shift + Tab	Select the previous event
Arrow keys	Select the next or previous event
Cmd + F	Search for events
Control + Left click	(click the event, then choose a calendar from the shortcut menu) Move an event to another calendar
Control + Option + Up arrow	Move the selected event 15 minutes earlier (in Day or Week view); move the selected event one week earlier (in Month view)
Control + Option + Down arrow	Move the selected event 15 minutes later (in Day or Week view); move the selected event one week later (in Month view)
Control + Option + Right arrow	Move the selected event one day later (in Week or Month view); move the selected event one week later (in Month view)
Control + Option + Left arrow	Move the selected event one day earlier (in Week or Month view); move the selected event one week earlier (in Month view)
Cmd + I	Show information for a calendar or event
Cmd + P	Print the selected events or events in a time range
Option + Cmd + A	Show or hide the Address panel
Shift + Cmd + A	Show or hide the Availability panel
Cmd + ,	Open Calendar preferences

Source: Apple Support page

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More information: [defkey.com/tg/apple-calendar-shortcuts](https://defkey.com/tg/apple-calendar-shortcuts)

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