

Google Calendar

Keyboard Shortcuts



Mac users replace CTRL with CMD

Navigation

- K** or **P** Moves your calendar view to the previous date range
- J** or **N** Moves your calendar view to the next date range
- R** Refreshes your calendar
- T** Moves you to the current day

Views

- 1** or **D** 'Day' view – Displays your calendar in the 'Day' view
- 2** or **W** 'Week' view – Displays your calendar in the 'Week' view
- 3** or **M** 'Month' view – Displays your calendar in the 'Month' view
- 4** or **X** 'Custom' view – Displays your calendar in the 'Custom' view
- 5** or **A** 'Agenda' view – Displays your calendar in the 'Agenda' view

Actions

- C** Allows you to create a new event
- E** Allows you to view an event's details
- DEL** Deletes an event
- CTRL** + **Z** Undo last action (if possible)
- CTRL** + **S** Save event (from event details page)
- ESC** Return to calendar grid (from event details page)
- /** Places your cursor in the search box
- +** Focus on 'Add a calendar' text box under 'Other calendars'
- Q** Opens "Quick Add"
- CTRL** + **P** Prints the current view
- S** Brings you to your Google Calendar settings page
- ?** Brings up a menu of keyboard shortcuts