## **Google Calendar Shortcuts**



## SHORTCUT ACTION

NAVIGATING	
N	View next date range
R	Refresh calendar
Т	Move to current day
+	Move to add calendar section
1	Focus cursor in search box
S	Go to Settings
G	Go to a specific date
Ctrl + Alt + .	Switch to Keep/Tasks side panel
VIEW	
1	Day view
2	Week view
3	Month view
4	Custom view
5	Agenda view
CHANGE EVENT	
С	Create event
E	View event
Delete	Delete event
z	Undo
Ctrl + S	Save event
Esc	Return to calendar