



## Apple Calendar Shortcuts for Mac

No.	Action	Mac Shortcuts	Section
1	Go to the next day, week, month, or year	Command + Right Arrow key	Most used Apple Calendar Shortcuts
2	Go to the previous day, week, month, or year	Command + Left Arrow key	Most used Apple Calendar Shortcuts
3	Go to today's date	Command + T	Most used Apple Calendar Shortcuts
4	Go to a specific date	Command + Shift + T	Most used Apple Calendar Shortcuts
5	Switch to Day view	Command + 1	Most used Apple Calendar Shortcuts
6	Switch to Week view	Command + 2	Most used Apple Calendar Shortcuts
7	Switch to Month view	Command + 3	Most used Apple Calendar Shortcuts
8	Switch to Year view	Command + 4	Most used Apple Calendar Shortcuts
9	Switch to full screen view	Command + F	Most used Apple Calendar Shortcuts
10	Refresh all calendars	Command + R	Most used Apple Calendar Shortcuts
11	Add a new calendar group	Command + Shift + N	Most used Apple Calendar Shortcuts
12	Add a new subscribed calendar	Option + Command + S	Most used Apple Calendar Shortcuts
13	Add a new event	Command + N	Event Shortcuts
14	Edit the selected event	Command + E	Event Shortcuts
15	Edit the selected event in a new window	Option + Command + I	Event Shortcuts
16	Go to the next field	Tab	Event Shortcuts
17	Go to the previous field	Shift + Tab	Event Shortcuts
18	Close the event editor	Esc	Event Shortcuts
19	Select the next event	Tab	Event Shortcuts
20	Select the previous event	Shift + Tab	Event Shortcuts
21	Select the next or previous event	Arrow keys	Event Shortcuts
22	Move the selected event 15 minutes earlier	Ctrl + Option + Up Arrow key	Event Shortcuts
23	Move the selected event 15 minutes later	Ctrl + Option + Down Arrow key	Event Shortcuts
24	Open Calendar preferences	Command + '	Event Shortcuts
25	Show information for a calendar or event	Command + I	Event Shortcuts
26	Show or hide the Address panel	Option + Command + A	Event Shortcuts
27	Show or hide the Availability panel	Shift + Command + A	Event Shortcuts

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