

Oracle Calendar

Keyboard Shortcuts

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Information in this Guide refers to Oracle Calendar version 10. There may be minor differences if you are using an earlier version.

Function	Windows	Macintosh
Open on-line help	F1	---
Open an Agenda	Ctrl+O	Command+O
Open a Group Agenda	Ctrl+G	Command+G
Open an Agenda as a Designate	Ctrl+Alt+O	Shift+Command+O
Open a Task Display	Ctrl+T	Command+K
Open Tasks as Designate	Ctrl+Alt+T	Shift-Command+K
Open the In-tray	Ctrl+I	Command+I
Open an Address Book	Ctrl+B	Shift+Command+A
Print	Ctrl+P	Command+P
Print Selected Entry	Ctrl+Shift+P	Shift-Command+P
Quit	---	Command+Q
Close Window	---	Command+W
New Meeting	Ctrl+Shift+M	Command+N
New Daily Note	Ctrl+Shift+N	Command+D
New Day Event	Ctrl+Shift+E	Command+E
New Task	Ctrl+Shift+T	Command+T
New Address Book Entry (Address Book view)	Ctrl+N	Command+N
Edit/Reply to Selected Entry	F5?	Command+Return
Duplicate Entry	Ctrl+2	Shift+Command+D
Reschedule [Move] Entry	---	Shift+Command+R
Delete Entry	Del	Delete
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Search Directory	F3	Command+S
Locate Person	Ctrl+L	Command+L
Manage Group	---	Command+M
View Day	Ctrl+D	Command+1
View Week	Ctrl+W	Command+2
View Month	Ctrl+M	Command+3
Reminders On/Off	---	---
Find Entry	Ctrl+F	Command+F
Add Bookmark (Address Book Only)	Ctrl+J	Command+B
Remove Bookmark (Address Book Only)	Ctrl+K	Shift+Command+B
Next Bookmark (Address Book Only)	Ctrl+[Right Arrow]	Command+J
Next Bookmark (Address Book Only)	Ctrl+[Left Arrow]	---

Set Filter	---	Shift+Command+F
Refresh All	F5	Command+R