



CalAgenda

Oracle Calendar 9.0

Macintosh Keyboard Shortcuts

File Menu

Open An Agenda	⌘ + O
Open Group Agenda	⌘ + G
Open an Agenda as a Designate	Shift + ⌘ + O
Open Tasks	⌘ + K
Open Tasks as a Designate	Shift + ⌘ + K
Open In-Tray	⌘ + I
Open Address Book	Shift + ⌘ + A
Close Window	⌘ + W
Print	⌘ + P

Edit Menu

Edit/View/Reply to selected Event *	⌘ + RETURN
Duplicate Event *	Shift + ⌘ + D
Move/Reschedule Event *	Shift + ⌘ + R

Under "New..." in Edit Menu

New Meeting	⌘ + N
New Day Event	⌘ + E
New Daily Note	⌘ + D
New Task	⌘ + T

Tools Menu

Search Agenda	⌘ + F
Search Directory	⌘ + S
Locate Person	⌘ + L
Manage Groups	⌘ + M

View Menu

Decrease Time Slot	⌘ + -
Increase Time Slot	⌘ + +
Refresh All	⌘ + R

Window Menu

Move Through Open Windows	⌘ + (1-9)
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* Event changes according to context, i.e., whether you have first selected a Meeting, Day Event, Daily Note, Task.