



CalAgenda

Oracle Calendar 9.0

PC Keyboard Shortcuts

File Menu

Open An Agenda	Ctrl + A
Open an Agenda as Designate	Ctrl + D
Open Group Agenda	Ctrl + G
Open Group Agenda as Designate	Ctrl+Shift+G
Open Tasks	Ctrl + T
Open Tasks as Designate	Ctrl+Shift+T
Open Address Book	Ctrl + B
Open In-Tray	Ctrl + I

Edit Menu

Edit/View/Reply to selected Event *	F5
Duplicate Event *	Ctrl + 2
Move/Reschedule Event *	Ctrl + M
Delete Event	Del

Under "New..." in Edit Menu

New Meeting	F2
New Daily Note	F3
New Day Event	F4
New Task	F7

View Menu

View Day	F8
View Week	F9
View Month	F10
Refresh All	Ctrl + R

Tools Menu

Search Agenda	Ctrl + F
Search Directory	F12
Locate Person	Ctrl + L
Find Entry (In-Tray only)	Ctrl+Shift + F

Window Menu

Move Through Open Windows	Alt+W+(1-9)
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Help Menu

Corporate Time Guide	F1
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* Event changes according to context, i.e., whether you have selected a Meeting, Day Event, Daily Note, or Task.