

**Keyboard Shortcuts**

Action	Oracle Calendar 9.0.4
Open online help	F1
Open In-tray	Ctrl + I
Open Agenda	Ctrl + A
Open Agenda as designate	Ctrl + D
Open Day View	F8
Open Week View	F9
Open Month View	F10
Open Task View	Ctrl + T
Open Task View as designate	Ctrl + Shift + T
Open Group View	Ctrl + G
Open Group View as designate	Ctrl + Shift + G
New meeting	F2
New daily note	F3
New day event	F4
New task	F7
Edit/view/reply to selected entry	F5
Duplicate entry	Ctrl + 2
Move/reschedule entry	Ctrl + M
Delete selected entry	Delete
Search directory	F12
Locate person	Ctrl + L
Search Agenda	Ctrl + F
Find entry (In-tray only)	Ctrl + Shift + F
Refresh all	Ctrl + R
Show active tasks	Ctrl + F6
Add bookmark	Ctrl + J
Remove bookmark	Ctrl + K
Next bookmark	Ctrl + N
Set filter	Ctrl + E
Print selected entry	F11
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Close window	Alt + F4
Quit	Ctrl + Q

