Google Calendar Cheat Sheet

Daily essentials

Action	How
Create event	Click empty time slot or press C
All-day event	Use top row or enable All-day
Invite guests	Event editor → Add guests
Add Google Meet	Event editor → Add video conferencing
Set location	Event editor → Add location
Duplicate event	Open event → Menu → Duplicate

Navigation and views

Action	Shortcut / Tip
Day / Week / Month	D / W / M
Today	T
Search events	Press / then type
Jump to date	G
Print	Settings → Print

Event types

Type	Purpose
Focus time	Block time without meetings
Out of office	Auto-decline meetings
Working location	Show office or remote status
Task	Lightweight to-dos with due dates

Sharing and privacy

Permission	What it allows
See only free/busy	Availability only
See all event details	Titles and descriptions
Make changes	Edit events
Make changes + share	Full control