

MAC LESSON #55

ICAL TRICKS

Tiger's answer to the Microsoft Outlook calendar is iCal, which is both powerful and easy to use. I found a keyboard shortcut that you can use to quickly change the number of days iCal displays.

Press and hold both the Command and the Option keys, and at the same time, press a number key this represents the number of days you want iCal to display.

Now by pressing the same key combination, iCal will skip forward the same amount of days your iCal view is showing. This makes it really easy to scan daily and weekly views of your calendar.

