# Shortcut Keys – Dates

To change dates quickly, while in a date field, press the following keys:

* **T**  today
* **+**  moves you forward one day at a time
* **-**    moves you backward one day at a time
* **M** moves you to the beginning of the month
* **H**   moves you to the end of the month
* **Y**   moves you to the beginning of the year
* **R**   moves you to the end of the year