











## Short Cuts - Working with Dates

During initial navigation training, my delegates have great fun getting to grips with the date shortcuts. But what makes me happy is that when I come back to site weeks, months, or years later, they not only have remembered them but use them every day.

**Click** into any date field and try the following shortcuts out

KEY STROKE	RESULT	EXAMPLE DATE	RESULTING DATA
	First day of the current month	15th June 2026	1st June 2026
	Last day of the current month	15th June 2026	30th June 2026
	First day of the current year	15th June 2026	1st January 2026
	Last day of current year	15th June 2026	31st December 2026
	First day of current week	Monday 15th June 2026	Sunday 14th June 2026
	Last day of current week	Monday 15th June 2026	Saturday 20th June 2026
	Today's date	15th June 2026	Brings you back to todays date 15th June 2026
	Increments the date by one day	15th June 2026	16th June 2026



Decrements the date by one day  
15th June 2026

14th June 2026

Pressing the shortcut multiple times pushes the date either further into the future or the past.

For example:

15th June 2026 **Press M Result** 01/06/2026 **Press M Result** 01/05/2026

or

15th June 2026 **Press Y Result** 01/01/2026 **Press Y Result** 01/01/2025

Combinations

You can also use a combination of date shortcuts to get to your chosen date.:

15th June 2026 **Press M Result** 01/06/2026 **Press M Result** 01/05/2026 **Press H Result** 31/05/2026