

LESSON 73

USING YOUR CALCULATOR

Windows comes with a calculator that can do both regular and scientific calculations. To bring up the calculator, click on Start, Programs, Accessories and then Calculator. Click on View and select Scientific to use the scientific calculator.

Right-click on any of the buttons and click on "What's this?" for an explanation of what a particular button does and the keystrokes you can use instead of clicking on the button with your mouse.

When you have completed a calculation and want to use the result in another calculation, store the results of the first calculation in memory by clicking the MS (Memory Store) button. You'll see an M in the gray box above all the "M" buttons when something is stored in memory. When you are ready to insert the result of your last calculation into a new one, click on the MR (Memory Retrieve) button. Clicking the M+ (Memory Plus) button and then on the MR button will add the currently displayed value to the value stored in memory. The MC (Memory Clear) button clears anything stored in memory, and clicking on the MS button overwrites anything stored in memory.

To create a Desktop shortcut to the calculator, right-click on the Desktop, select New and click on Shortcut. In the "Command Line" box type "CALC.EXE" (without the quotes) and click on Next. Type "Calc" (without the quotes) and click on Finish. You can drag the Calc shortcut onto the Quick Launch bar just to the right of the Start button.

When you have more than one icon displayed on the task bar, switching between them is easy. Just press the Alt key, and while holding it down, press the Esc key. Each time you press the Esc key, a different item will appear highlighted on the task bar. When you let go of both keys, the task bar item you highlighted appears. Pressing and holding the Alt key, and then pressing the Tab key, will also let you rotate between open applications. Releasing both buttons will open the application displayed on the screen.

