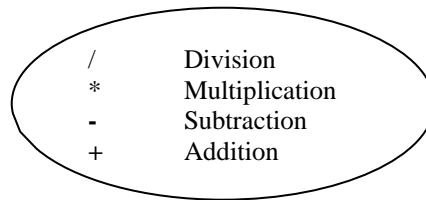


The Calculator

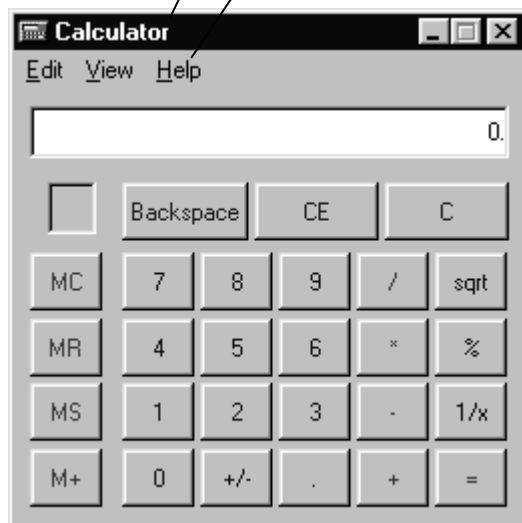
The calculator is a small program that allows you to perform operations. There are two views, standard for basic operations, and scientific for more difficult calculations.

1. Click on the **Start** button.
 - The **Start** menu opens.
2. Click on **Calculator** to select it (purple shading should appear) and click once to open the program.
3. To move the window, click on the *title bar*, click and hold the mouse, drag the window to the middle of the desktop, and release the click.
 - The window will now display in the middle of the desktop.
4. Click on the **View** menu and select **Scientific**. The calculator expands and allows for more complex calculations.
5. Click on the **View** menu and Select **Standard**, the calculator goes back to the original view.
6. You can use the mouse or the keyboard to perform calculations. Try it!



Title Bar

Menu Bar



- ⊙ In order to clear an entire operation, click the **C** button on the calculator.
- ⊙ To clear the last number entered, click the **CE** button. CE stands for Clear Entry.
- ⊙ The **Delete** key (to the left of the numeric keypad) will also clear the last entry.
- ⊙ The **Backspace** button or **Backspace** key can be used to delete one space to the left.
- ⊙ The **Esc** key can be used to clear the entire operation.
- ⊙ The **Enter** key on the numeric keypad is equivalent to the Equal sign (=) on the Calculator.

The **Num Lock** key turns the numeric keypad on and off. The green light will display if the numeric keypad is turned on.