Calculator

Calculator can be used to perform simple calculations such as addition, subtraction, division, and multiplication. It also offers the advanced capabilities of a programming, scientific, and statistical calculator. Calculations can be performed by clicking the buttons on the calculator or typing calculations using the keyboard. By pressing the Num lock key, it is possible to use the numeric keypad to type numbers and operators.

Open Calculator

Do one of the following:

- Click the Start Button, click All Programs, click Accessories, and then click Calculator.
- Click the Start Button, type Calculator in the Search box, and then click Calculator.

The Calculator window will appear on the Desktop (see illustration below left).

Change Calculator View/Mode

- Click the View Menu.
- Click the Calculator Mode from the list (see illustration above right).
- When different modes are selected, extensions will be added to the right of the basic calculator window.
- When the mode is switched, the current calculation is cleared.
- The calculation history and numbers stored by the memory keys are retained.

Click the calculator keys to perform the calculation.

Scientific Mode

- Click the View Menu.
- Click Scientific.
- The Calculator will display in Scientific Mode (see illustration on next page).
- Click the Calculator keys to perform the calculation.
To access Inverse Functions, click the Inv key.

- In Scientific Mode, the Calculator is precise to 32 significant digits.
- The Calculator honors operator preferences in this mode.

**Programmer Mode**
- Click the View Menu.
- Click Programmer.
- The Calculator will display in Programmer Mode (see illustration below).

Click the Calculator keys to perform the calculation.
In this mode, the Calculator:
- Is precise up to 64 bits, depending on the word size selected.
- Honors operator precedence when calculating.

Programmer mode:
- Is an integer only mode.
- Decimal portions are discarded.

Statistics Mode
When using Statistics Mode, it is possible to enter data that is to be used to calculate statistics for and then perform the calculations. When the data is entered, it is displayed in the history area. The number of values that have been entered is displayed in the calculation area.
- Click the View Menu.
- Click Statistics.
- The Calculator will display in Statistics Mode (see illustration below).

- Type or click the first piece of data.
- Click Add to add the data to the dataset.
- Click the button for the Statistical Calculation that is to be performed.

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\bar{x}$</td>
<td>Average of the values</td>
</tr>
<tr>
<td>$\bar{x}^2$</td>
<td>Average of the square of the values</td>
</tr>
<tr>
<td>$\sum x$</td>
<td>Sum of the values</td>
</tr>
<tr>
<td>$\sum x^2$</td>
<td>Sum of the square of the values</td>
</tr>
<tr>
<td>$σ_n$</td>
<td>Standard deviation</td>
</tr>
<tr>
<td>$σ_{n-1}$</td>
<td>Standard deviation of population</td>
</tr>
</tbody>
</table>
Calculation History
This option keeps track of all the calculations that are performed by the Calculator in a session. Calculation history is available in Standard and Scientific modes. The values in the calculations can be changed in the history. While the calculation is being edited, the results of the selected calculation are displayed in the result area.
† Click the View Menu.
† Click History.
† Double-click the calculation that is to be edited.
† Enter the new values for the calculation.
† Press Enter.
† The results of the calculation will appear in the window (see illustration below).

Convert Values
The Calculator can be used to perform conversions for different units of measure.
† Click the View Menu.
† Click Unit Conversion.
† The Unit Conversion Calculator window will display (see illustration on next page).
† Under Select the type of unit you want to convert:
  ✦ Select from one of the options in the list.
  ✦ In the From box, enter the value that is to be converted.
  ✦ In the Degree box, select from one of the options.
  ✦ The value in the To box will be filled in at the time when the value in the From box is entered.
  ✦ Select the Type of Unit to convert to in the Degree list.
  ✦ The new value will appear in the To box.
Calculate Dates
The Calculator can be used to calculate the difference between two dates. It can also be used to add or subtract days from a specified date.

† Click the View Menu.
Click Date Calculation.
The Date Calculation Calculator window will display (see illustration on previous page).
In the select the date calculation you want list, select from:
- **Calculate the difference between two dates** – This option will provide the number of days between the two specified dates.
- **Add or subtract days to a specified date** – Use this option to display the month, day, and year for the numbers specified.
Enter the From and To dates.
Click the Calculate button.
The calculations will appear in the appropriate boxes.

Calculate Fuel Economy-Lease-Mortgage Payments
Click the View Menu.
Point to the Worksheets option.
Click the worksheet for the calculation that is to be performed.
The appropriate worksheet window will display.
Under **Select the value you want to calculate**, click the variable that is to be calculated.
Enter the known values in the appropriate textboxes.
Click Calculate.