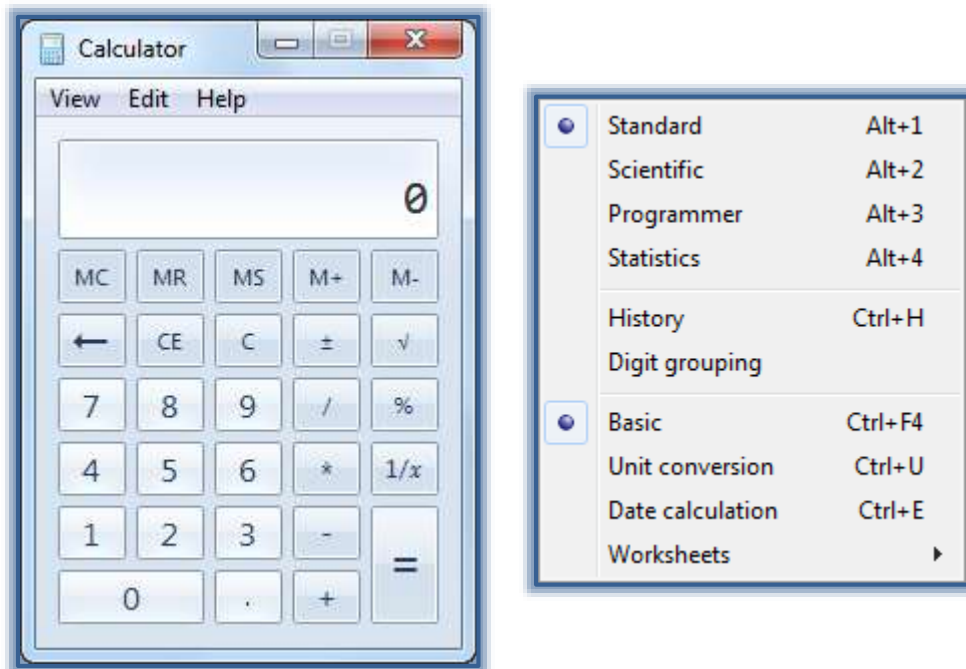


Calculator

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).

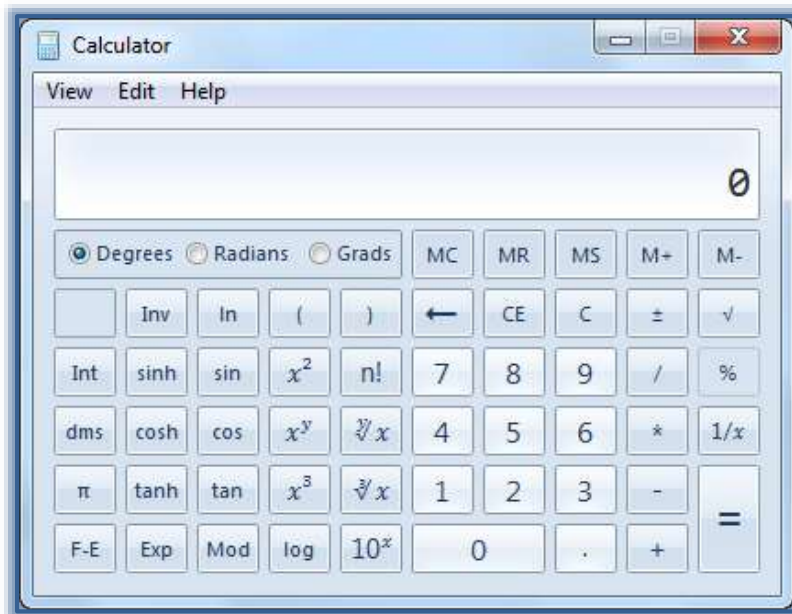


Change Calculator View/Mode

- ✚ 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

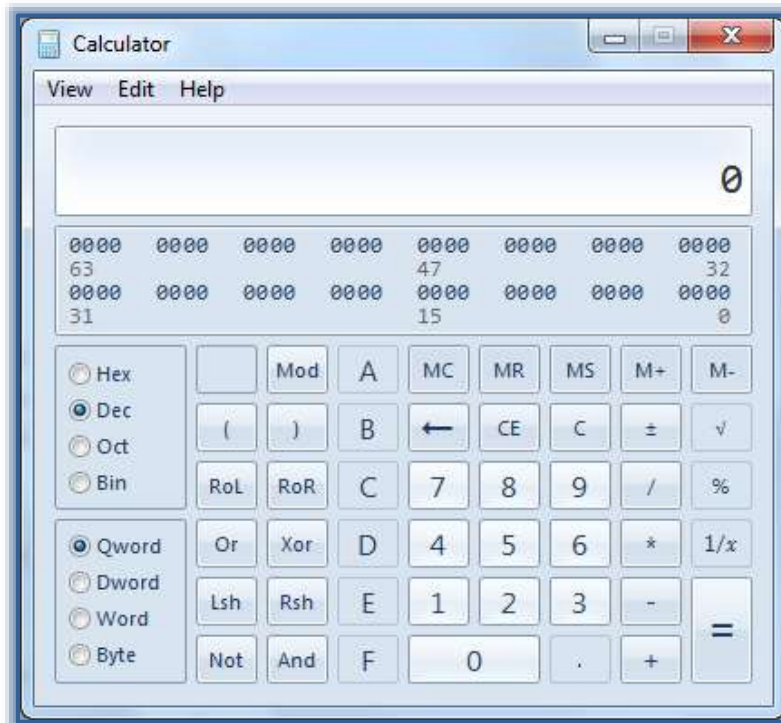
- ✚ Click the **View Menu**.
- ✚ Click **Scientific**.
- ✚ The **Calculator** will display in **Scientific Mode** (see illustration on next page).
- ✚ Click the **Calculator** keys to perform the calculation.



- ✚ 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 blow).



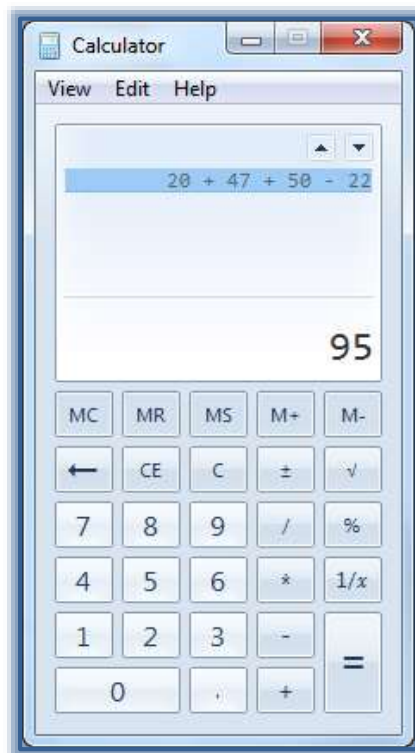
- ✚ Type or click the first piece of data.
- ✚ Click **Add** to add the data to the dataset.
- ✚ Click the button for the **Statistical Calculation** that is to be performed.

\bar{x}	Average of the values
\bar{x}^2	Average of the square of the values
Σx	Sum of the values
Σx^2	Sum of the square of the values
σ_n	Standard deviation
σ_{n-1}	Standard deviation of population

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.

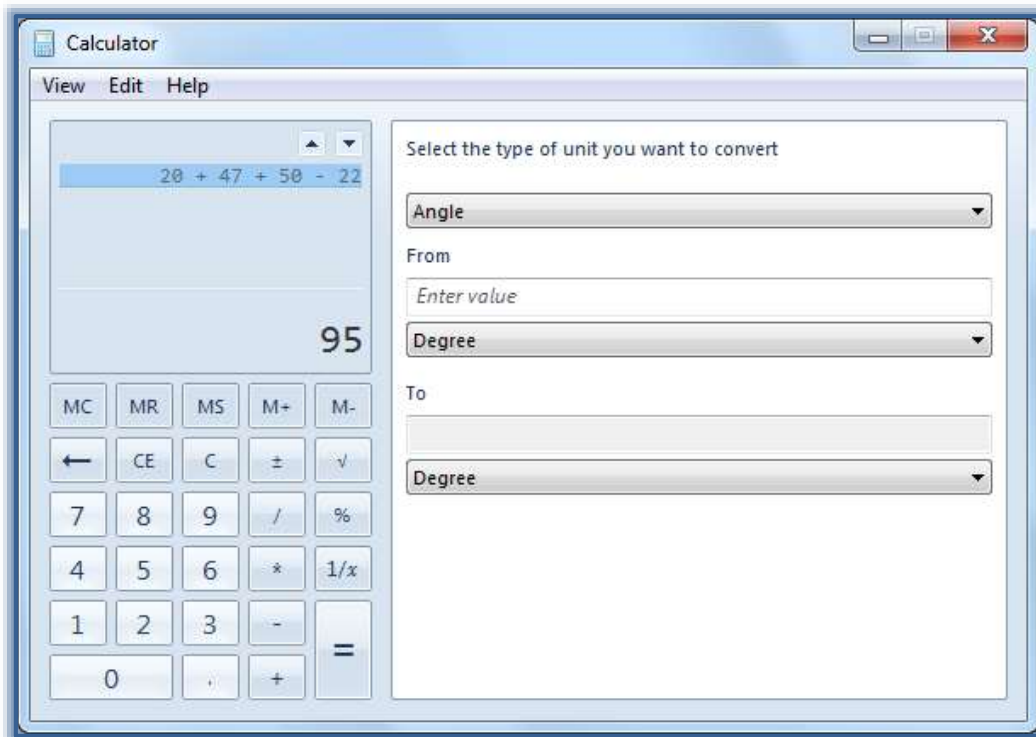
- ✦ Click the **View Menu**.
- ✦ Click **History**.
- ✦ Double-click the calculation that is to be edited.
- ✦ Enter the new values for the calculation.
- ✦ Press **Enter**.
- ✦ The results of the calculation will appear in the window (see illustration below).



Convert Values

The Calculator can be used to perform conversions for different units of measure.

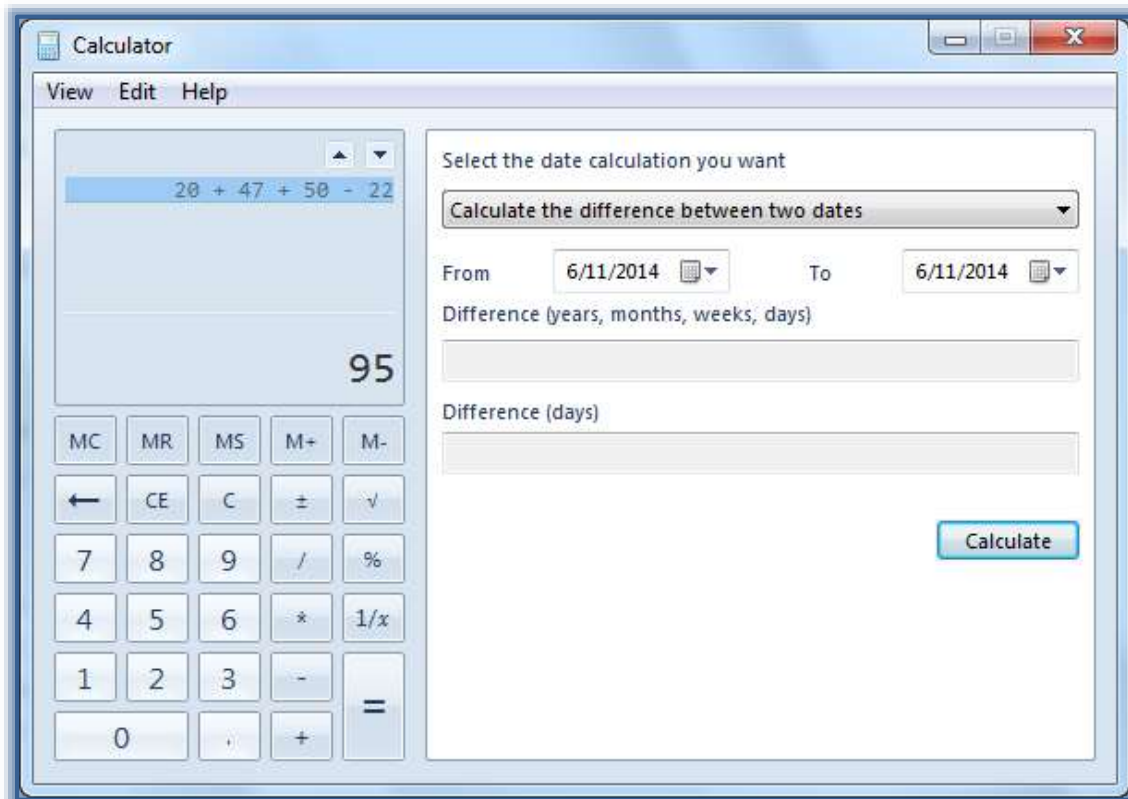
- ✦ Click the **View Menu**.
- ✦ Click **Unit Conversion**.
- ✦ The **Unit Conversion Calculator** window will display (see illustration on next page).
- ✦ Under **Select the type of unit you want to convert**:
 - ✧ Select from one of the options in the list.
 - ✧ In the **From** box, enter the value 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**.