

# Using Tips & Tricks



## Instructional Resource

7 8 9 10 11 12



## Using Short Cuts

This resource is designed to be used with the Tips & Tricks list of keyboard shortcuts, make sure you have the document available as you work through the examples provided here. The purpose of this resource is to put some of the short cuts into practice.

## Getting Started

Use the home key:  $\square$  to navigate to the home screen.

This is the calculator 'desktop'. Items with an alpha-numeric label can be accessed by pressing the corresponding key.

[1] = New Document

You may be prompted to save the current document, select No then press Enter.

Menu items can also be accessed using the navigation pad either as a mouse pad (swiping your finger) or clicking (left/right/up/down) with the centre of the pad used to select.

Start a new document.

A list of available applications is provided. Once again either select the appropriate number using the keypad or use the navigation pad.

Insert a Calculator application.

The application is automatically numbered: 1.1.

This means this is problem number 1, page 1.

Each application has its own menu structure. Press the menu key:  $\square$

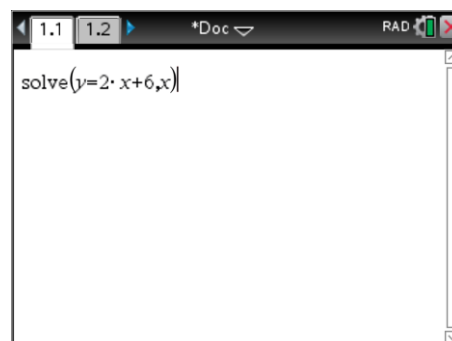
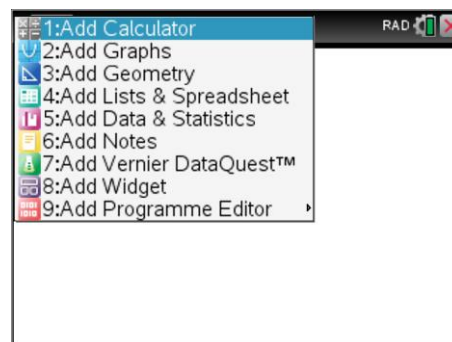
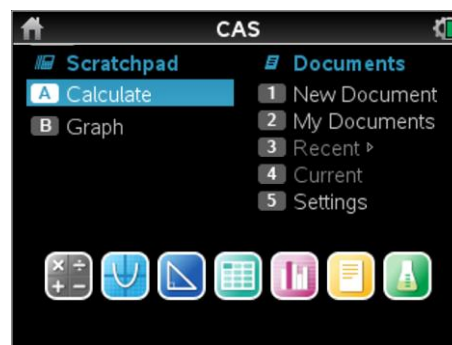
Locate the solve command:

Algebra > Solve

Enter the following:

$\text{solve}(y=2x+6,x)$

Then press enter:  $\square$  to execute the instruction. Note that 'enter' is different than 'equals' (=). Equality (=) is a mathematical statement whereas 'enter' is used to execute commands or instructions.



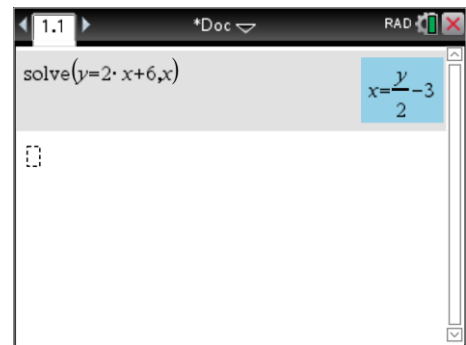
Suppose you need to graph the result. Use the navigation pad to select the answer. In this case the navigation pad works best as an arrow key (clicking top of navigation pad). When the answer is highlighted press:

Ctrl + C (Copy)

A Graph Application can be inserted from the home screen, or press:

Ctrl + I (Insert)

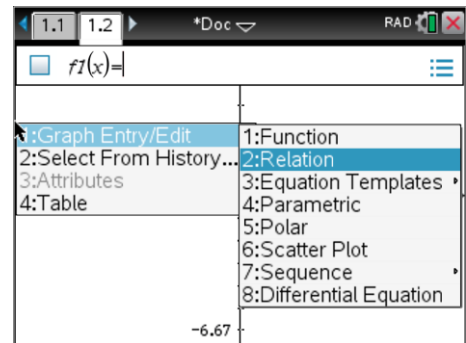
Select the Graph Application (Option 2)



Notice that the top of the page is numbered: 1.2 indicating that the Graph Application has been placed into Problem 1, but is Page 2 of this problem.

The equation that has been copied to the clipboard is of the form:  $x =$  so it needs to be graphed as a potential relation. The cursor is automatically located in the function line. Press:

Ctrl + Menu ctrl followed by menu



From the Graph Entry/Edit option select Relation.



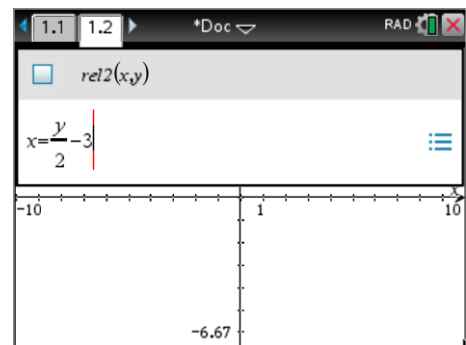
Ctrl + Menu is equivalent to a right mouse click. It provides access to a contextual menu. Put simply the calculator provides a set of menu options that are most likely associated with your current location / computation.

The cursor should still be located at the top of the screen, now inside the relational graphing option. Paste the equation:

Ctrl + V


The cursor remains in the equation editing space so the equation can be altered. Press Enter to graph the equation.

The equation could have been typed in manually, however in this example it has been copied and pasted from another application. The clipboard works across applications, problems and documents!

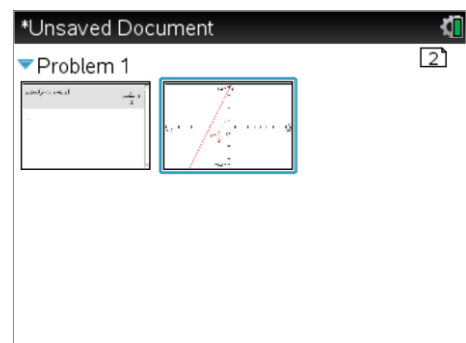


Press

Ctrl + Up (Navigation pad).

The array of 'dots'  pictured above the Navigation pad represents a method to view all the pages in a single document, in this case just two pages.

Use the navigation pad to move across to the first page and click or press enter.

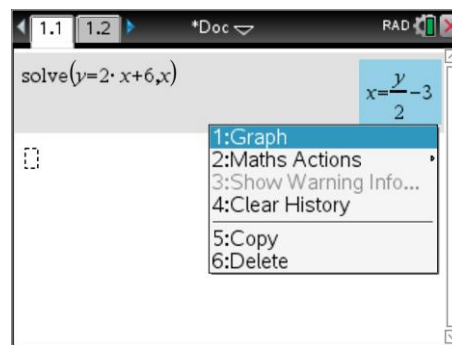


The equation should still be highlighted. If not, navigate back to the 'solved' equation. If you lose the highlighting, navigate away from the equation then back again. Press:

Ctrl + Menu

Select option 1 from this contextual menu:

Graph



The current page is split into two applications, a calculator application on the left and a graph application on the right. The equation has just been graphed so the graph application is active, identified by a slightly darker surrounding boarder. Press:

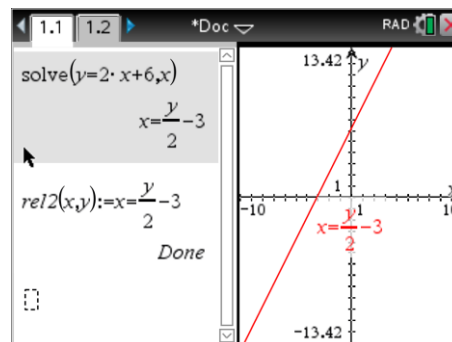
Menu

The menu options relate to what can be done in the graph application. To escape from the menu press: ESC.

To swap applications press:

Ctrl + Tab (Swap between applications on a single page)

Now the calculator application is active. Press the menu key again to see options applicable to the calculator application.



If the calculator menu is still open, press ESC.

To push the Graph application onto a separate page press:

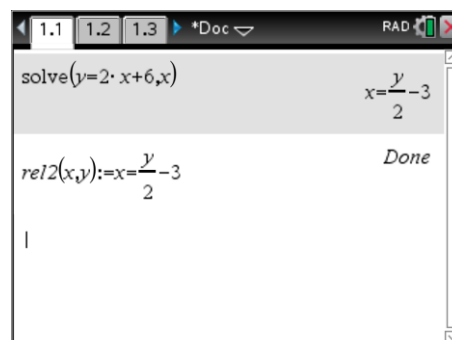
Ctrl + 6 (Convert split screen into two pages / ungroup)

Notice that a new tab appears at the top of the page: 1.3.

Ungrouping or converting the split screen has pushed the recent graph application onto page 1.2 and the original one onto page 1.3.

Two pages can be grouped, or regrouped in this case by pressing:

Ctrl + 4 (Merge two pages into a split screen)



Of course all of this can be undone by pressing:

Ctrl + Z

Note if you split / merged the pages then 'undoing' will step through each occurrence of Group and Merge.

Try using the undo option several times. Can you get back to a single page with a single calculation?

Try pressing:

Ctrl + Y

Do this several times. Can you get back to three pages?

Return to a Graph application. Toggle a table of values on/off using an appropriate shortcut.

