



Short Cuts - Working with the calculator

During initial navigation training, my delegates have great fun getting to grips with the shortcuts. But what makes me happy is that when I come back to site weeks, months, or years later, they not only have remembered them but use them every day.

Click into any amount and try out the calculation function, type in the first number you want to include in the calculation and then use any of the **operators + - * /** then enter the next value and use either the = symbol or **PRESS** enter for your result field and try the following shortcuts out

KEY STROKE	RESULT	EXAMPLE DATE
+	Addition operator	$6 + 2 = 8$
-	Subtraction operator	$6 - 2 = 4$
/	Division operator	$6 / 2 = 3$
*	Multiply operator	$6 * 2 = 12$
=	Equals Displays the result	
Enter	Displays the result	

An example of the calculations in amount field display, **PRESS** enter a second time to populate the field with the calculation

