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Sent: Friday, May 28, 2021 9:55 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Easy Calculator

Easy Calculator

Brought to you by **Lisa Schwaiger**

- DOPM HelpDesk Triage and Computer Tech, currently working from home



QUESTION:

I keep a calculator handy on my desk (or I pull out my cell phone) in case I need to do a quick calculation. Is there an easy-and-fast computer-based option for this instead?

ANSWER:

Yes.

Many keyboards have a calculator button built right in – Mine is above my [F4] key. Press that and it brings a calculator right up.

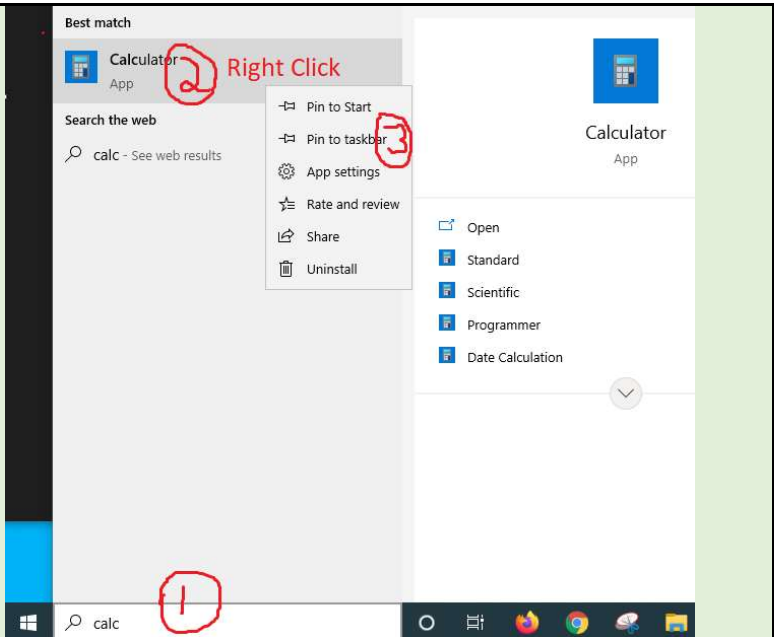
If you don't have that, you can simply add the calculator to your Taskbar in 3 very easy steps, shown below. Then it will appear on your Taskbar as shown here, and you can just click it the next time you need to calculate.



3 steps to create a Calculator Shortcut on your Taskbar:

1. Type calc to search for calculator
2. Right click on Calculator
3. Click "Pin to taskbar"

Image of these 3 steps are shown here.>>>



Sources:

- www.ceofix.net/1271/how-to-create-a-calculator-shortcut-on-desktop/
- [getting the calculator on the taskbar - Microsoft Community](https://www.microsoft.com/community/threads/getting-the-calculator-on-the-taskbar)

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments? Let us know at dopmHelp@uabmc.edu

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