



# Coffee Break

Question on Software or Operating system.

## Create your own Shortcut Keystrokes

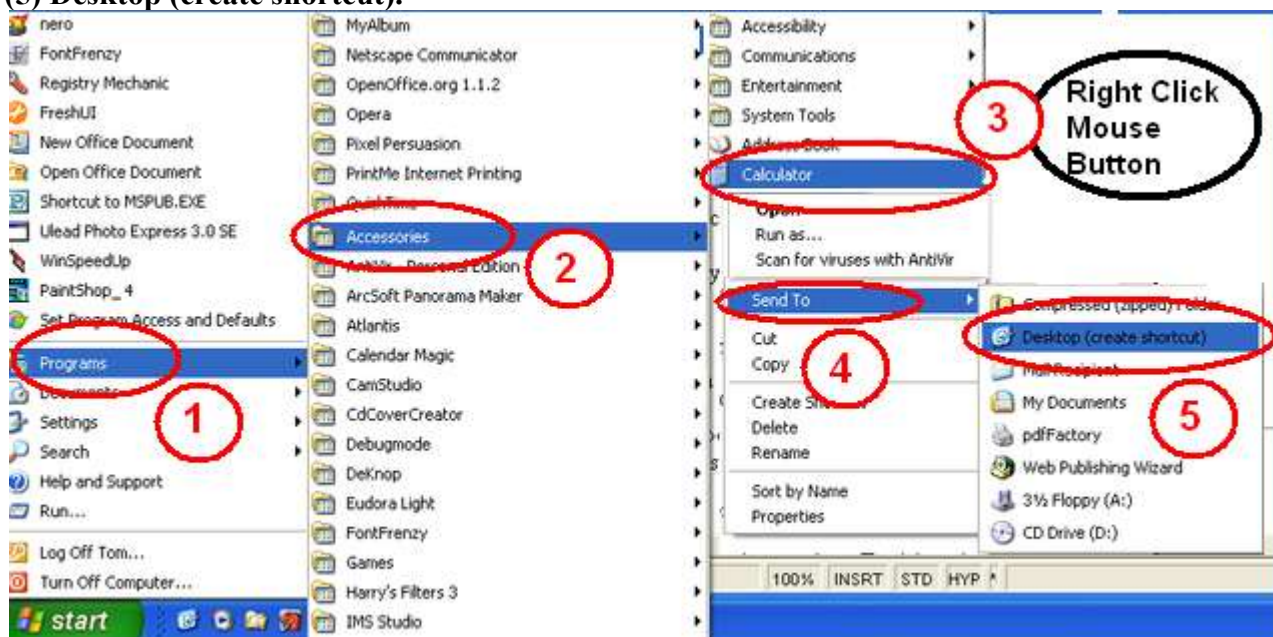
This will apply to any shortcut icon on your desktop.

Many newer keyboards today come with a calculator button and other quick launch buttons. Having a quick launch keystrokes on your keyboard saves moving your hand from the keyboard over to the mouse. This tip will provide you with a keyboard shortcut to the Windows XP Calculator.

You can apply this to other programs on your desktop.

First you need to make a shortcut on the desktop. Follow the 5 steps to make a shortcut for Calculator.

**(1) Open Programs : (2) Accessories : (3) Right click Calculator : (4) Send To : (5) Desktop (create shortcut).**



**(1)** Right-click on the newly created calculator icon on the desktop and choose "Properties".

**(2)** When the "calc.exe" properties dialog appears, click in the box next to "Shortcut key".

**(3)** Now, type in your desired shortcut. For example, you can press CTRL-ALT-C.

Press "OK" to close the dialog box.

Now, from wherever you are in Windows, when you type your shortcut, the calculator will appear!

To change the shortcut, or apply to other programs follow steps 1-3 in this instruction frame and just choose a different shortcut key. To delete the shortcut, follow steps 1-3, but press "Backspace" in step (3) to delete the shortcut.

