

## Creating & saving a new document (Tutorial A1)

[http://www.atomiclearning.com/k12/en/movie/86388/play\\_window?type=Tutorial&sid=2421](http://www.atomiclearning.com/k12/en/movie/86388/play_window?type=Tutorial&sid=2421)

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The TI-Nspire software has a unique interface and set of keyboard shortcuts that allow you to execute many functions

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very easily and quickly. There are two main tabs at the very top. Clicking on the Content Tab brings you over to

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the Content Workspace. Here you can easily manage and organize TI-Nspire content from your computer, the Web or connected

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handhelds. Clicking the Documents Tab brings you over to the Document Workspace. This is the workspace for creating

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and demonstrating TI-Nspire Documents. Both workspaces have two bars that provide you with different types of

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tools. The Menu bar provides you with ways to modify documents and system settings. The Tool bar provides you with one-click

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access to the most commonly used tools. In addition, the Documents workspace has the Document Tools found on

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the left side. It displays functions specific to whichever application is currently active. This area appears blank

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until you insert an application into the work area. Notice that when you first open a document, you have a blank work

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area into which you can insert an application by using the contextual menu. You can also insert an application

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into a blank page by pressing the Insert button and then choosing your application. I'll insert the Calculator application.

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Notice that the Document Tools for the Calculator now appear on the left side. This gives me access to functions that

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are only available in the Calculator. I'll click on Number, Fraction Tools to reveal the Fraction Tools available. If

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I wanted to access one of these features, I could choose it here. There are many keyboard and mouse shortcuts I

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can use to quickly perform actions in a document. The Enter key is often used to confirm a selection or execute a command.

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The Arrow keys can be used to move a highlight, cursor, or object around the screen. You can click and drag some

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objects to move them, and you can often right-click to open a contextual menu. The Escape key can be used to cancel

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some actions in the entry line, or to exit top-level menus. I'll click in an open area of the Calculator application

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to move back out of the menu. I want to change the Page Layout in my current work area, so I'll go up to the Tool

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bar and choose Page Layout, Layout 2. Now I can see another work area for a new application. You can tell which application

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is active by the black highlight. The Calculator application is currently active, but I can switch focus by clicking

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on the new work area. I'll insert the Graphs application.  
Now I'll click on the Calculator application, and then

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I'll type "sin(." Notice that the closing parenthesis is  
automatically added. If you need to undo an action you've

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performed, you can click the undo arrow in the Tool bar.  
This will undo the parentheses that I just entered; if

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I press that once more, it removes the Sine function that  
I entered into the Calculator. You can also use the keyboard

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shortcut of Ctrl-Z to undo. You can bring up the contextual  
menu in many places by right-clicking. Here, you can see

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that I could do a variety of functions, such as copy and  
paste or insert variables and symbols. As you can see, there

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are many more functions you can access using the interface  
and common keyboard shortcuts. You can learn more about some

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of these features and commands within each application  
by watching additional tutorials.

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