

Entering Date and Number of Days

To enter text into the Edit Boxes, you must click the right mouse button while the Arrow Cursor is inside the edit box. Once this is done, the vertical bar cursor will appear inside of the edit box. You are then able to enter text. Be sure to enter the date in the correct format. The correct format for the date is MM/DD/YY. Where MM is a 1 or 2 digit number representing the month, DD is a 1 or 2 digit number representing the day, and YY is a 2 digit number representing the year.

Calculating the Date

Once you have entered the date and number of days, place the arrow cursor on the GO! button and click the left mouse key. The calculated date will appear below the line.

Adding or Subtracting

If you wish to subtract instead of add days to the given date, pull down the functions menu and select subtract.