

*While using Hawkes Learning Systems products you may find the following shortcuts helpful:*

**(Keep in mind that a calculator is often available under the “Tools” menu; also, your Keypad should contain any symbol or action (fraction, exponent, etc.) that you will need for entering answers. To access the Keypad, simply mouse over the “Keypad” tab on the right-hand side of the screen or select “Keypad” in the “Tools” menu.)**

Action/Character	Keyboard Shortcut
Clear	Ctrl + Delete
Display step answer	Alt + D
End Practice/Instruct/Certify	Alt + E
Enter Certify mode	Alt + C
Enter Instruct mode	Alt + I
Enter Practice mode	Alt + P
Exit software	Alt + E
Explain Error	Alt + X
Try Similar	Alt + Y
Go to Topic	Alt + up arrow
Hint	Alt + B
Move to next page	Alt + right arrow
Move to the previous page	Alt + left arrow
Open progress report	Alt + P
Open video	Alt + Shift + M
Pause audio	Alt + Shift + P
Play audio	Ctrl + L
Proceed to the next part of a problem	Alt + N
Quit lesson	Alt + Q
Return to practice	Alt + R
Rewind audio	Alt + Shift + R
Skip question	Alt + J
Step-By-Step	Alt + B
Stop audio	Ctrl + H
Submit your answer	Alt + S
View solution	Alt + U
( )	( OR )
( ]	Ctrl + ( OR Ctrl + ]
[ )	Ctrl + [ OR Ctrl + )
[ ]	[ OR ]
{ }	{ OR }

Action/Character	Keyboard Shortcut
< >	Shift + < OR Shift + >
A	Alt + A
$\alpha$	Ctrl + Shift + F
$\beta$	Ctrl + Shift + B
$\mathbb{C}$	Ctrl + Shift + K
Cosecant	Ctrl + Alt + O
Cosecant Power	Ctrl + O
Cosine	Ctrl + Alt + C
Cosine Power	Alt + Shift + C
Cotangent	Ctrl + Alt + G
Cotangent Power	Alt + Shift + G
$\bar{d}$	Ctrl + Shift + D
$\circ$	Alt + '
$\div$	Alt + /
$\in$	Ctrl + Shift + E
$\emptyset$	Ctrl + Shift + O
Exponent	Up arrow
Fraction	Ctrl + F OR /
Subscript	Ctrl + down arrow
$\gamma$	Ctrl + Shift + G
$\geq$	Alt + Shift + . [Alt + > ]
	Ctrl + Alt + Shift +
$\infty$	Ctrl + Shift + I
$\mathbb{Z}$	Ctrl + Shift + J
$\cap$	Ctrl + Alt + I
$\lambda$	Ctrl + Shift + L
$\leq$	Alt + Shift + , [Alt + < ]
Log	Ctrl + Alt + L
$\mu$	Ctrl + Shift + M
Natural Log	Ctrl + Alt + N
$\mathbb{N}$	Ctrl + Shift + N
$\neq$	Alt + =
$\omega$	Ctrl + Shift + W
$p$	Ctrl + Shift + H
$\pi$	Ctrl + Shift + P
$\pm$	Alt + -

Action/Character	Keyboard Shortcut
Radical	Alt + Q
$\sqrt{\phantom{x}}$	Ctrl + Shift + Q
$\mathbb{R}$	Ctrl + Shift + R
Secant	Ctrl + Alt + E
Secant Power	Alt + Shift + E
$\sigma$	Ctrl + Shift + S
Sine	Ctrl + Alt + S
Sine Power	Alt + Shift + S
Tangent	Ctrl + Alt + T
Tangent Power	Ctrl + T
$\theta$	Ctrl + Shift + T
U	Ctrl + Alt + U
$\nabla$	Ctrl + Shift + U
$v$	Alt + v
$\bar{x}$	Ctrl + Shift + Alt + )