

BASIC MATH TIPS

- **Rounding Decimals:** The method for rounding decimals is almost identical to the method used for rounding whole numbers. Follow these steps to round off a decimal.
 1. Underline the place value to which you're rounding.
 2. Look to the immediate right (one place) of your underlined place value.
 3. Identify the number (the one to the right). If it is 5 or higher, round your underlined place value up 1 and drop all the numbers to the right of your underlined number. If the number (the one to the right) is 4 or less, leave your underlined place value as it is and drop all the numbers to the right of your underlined number.
- **Adding and Subtracting Decimals:** To add or subtract decimals, just line up the decimal points and then add or subtract in the same manner you would add or subtract whole numbers.
- **Multiplying Decimals:** multiply as usual. Then count the total number of digits above the line which are to the right of all decimal points. Place your decimal point in your answer so there is the same number of digits to the right of it as there was above the line.
- **Dividing Decimals:** is the same as dividing other numbers, except that if the divisor (the number you are dividing by) has a decimal, move it to the right as many places as necessary until it is a whole number. Then move the decimal point in the dividend (the number being divided into) the same number of places. Sometimes you may have to add zeros to the dividend (the number inside the division sign).
- **Changing fractions to decimals:** To change a fraction to a decimal, simply do what the operation says. In other words $13/20$ means 13 divided by 20. Insert decimal points and zeros accordingly.
- **Changing decimals to percents:** To change decimals to percents,
 1. Move the decimal point two places to the right.
 2. Insert a percent sign.
- **Changing percents to decimals:** To change percents to decimals,
 1. Eliminate the percent sign.
 2. Move the decimal point two places to the left. (Sometimes, adding zeros is necessary).
- **Changing fractions to percents:** To change fraction to percents,
 1. Change to a decimal.
 2. Change the decimal to a percent.
- **Changing percents to fractions:** To change percents to fractions,
 1. Drop the percent sign.
 2. Write over one hundred.
 3. Reduce if necessary.

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