



## Numeracy Skills Help Sheet

<u>Fractions</u>	<u>Percentages</u>	<u>Decimals</u>
$\frac{1}{2}$	50%	0.5
$\frac{1}{3}$	33.3%	0.3
$\frac{1}{4}$	25%	0.25
$\frac{3}{4}$	75%	0.75
$\frac{1}{5}$	20%	0.2
$\frac{1}{8}$	12.5%	0.125
$\frac{1}{10}$	10%	0.1
$\frac{1}{20}$	5%	0.05

## Percentage and Fractions

Calculate percentage of an amount:  $= \left( \frac{\text{Amount}}{\text{Original}} \right) \times 100$

Percentage Increase:  $= \left( \frac{\text{Increase}}{\text{Original}} \right) \times 100$

Percentage Decrease  $= \left( \frac{\text{Decrease}}{\text{Original}} \right) \times 100$

Percentage of an amount:  $= \text{Amount} \times \left( \frac{\text{Percent}}{100} \right)$

Fraction of an amount:  $= \text{Fraction} \times \text{Amount}$



## Multiplication and Division tricks

$\times 4$

$\times 2 \text{ then } \times 2 \text{ again}$

$\div 4$

$\div 2 \text{ then } \div 2 \text{ again}$

$\times 10$

$\text{Move the decimal point 1 place to the right}$

$\div 10$

$\text{Move the decimal point 1 place to the left}$

$\div 0.1$

$\times 10$

$\times 0.1$

$\div 10$

$\div 0.2$

$\div 2 \text{ then } \times 10$

$\times 0.2$

$\times 2 \text{ then } \div 10$

$\div 0.25$

$\times 4$

$\times 0.25$

$\div 4$

$\div 0.5$

$\times 2$

$\times 0.5$

$\div 2$

## Mean, Mode, Median and Range

Finding the mean:

$$= \frac{\text{Add up all the numbers}}{\text{How many numbers there are}}$$

Finding the range of a set:

$$= \text{Highest in a set} - \text{Lowest in the set}$$

Finding the median:

$$\text{Put set in ascending order then find the } \frac{n+1}{2}^{\text{th}} \text{ term.}$$

Finding the mode:

$$= \text{Most common term in set.}$$