



VITAMIN & HERB STORES

BASIC BUSINESS MATH REFRESHER

OVERVIEW

This training provides an over view of basic business math skills.
By understanding basic math, employees not only develop personally, but their performance and quality service also increase.

MODULE 1

CALCULATOR AND BASIC OPERATIONS

OBJECTIVES

After completion of this module, employees should be able to:

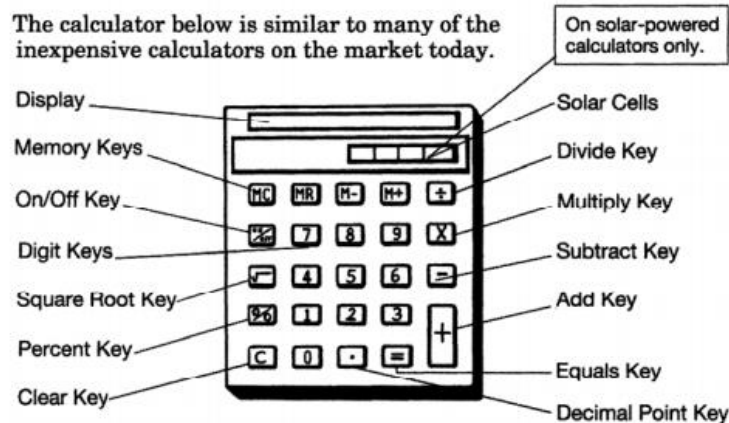
- Review and understand the functions of a calculator.
- Complete basic addition, subtraction, multiplication and division skills.

CALCULATOR

The calculator is an excellent tool to assist you with basic calculations and math problems. It is important to be familiar with the different features and functions of a calculator so you can utilize them properly. Look at the picture below to learn what each key's function is.

The Calculator Keyboard

The calculator below is similar to many of the inexpensive calculators on the market today.



Locate the following keys (or similar keys) on your calculator.

- The **on/off key**: **ON/OFF**. You press **ON/OFF** once to turn a calculator on, and press it again to turn it off. Some calculators have separate **ON** and **OFF** keys.
- The **digit keys**: **0**, **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**. Entering a number on a calculator is similar to dialing on a touchtone telephone. You simply press one digit at a time.
- The **clear key**: **C**. Pressing **C** erases the display. You press **C** each time you begin a new problem or when you've made a keying error.

Different calculators use different clear key symbols. Other commonly used symbols are shown below.

- | | |
|-----------------------|-------------------------------|
| ON/C On/Clear | CE/C Clear-Entry/Clear |
| CE Clear Entry | AC All Clear |

BASIC CALCULATIONS

Addition

When you add two numbers together, the result is called the sum of those numbers

You Practice!

Calculate the sums of these 6 addition problems.

1.
$$\begin{array}{r} 456 \\ + 254 \\ \hline \end{array}$$

2.
$$\begin{array}{r} 294 \\ + 711 \\ \hline \end{array}$$

3.
$$\begin{array}{r} 394 \\ + 548 \\ \hline \end{array}$$

4.
$$\begin{array}{r} 565 \\ + 843 \\ \hline \end{array}$$

5.
$$\begin{array}{r} 431 \\ + 333 \\ \hline \end{array}$$

6.
$$\begin{array}{r} 986 \\ + 122 \\ \hline \end{array}$$

Subtraction

When you subtract one number from another, the result is called the difference of those numbers.

You Practice!

Calculate the differences of these 6 subtraction problems.

1.
$$\begin{array}{r} 546 \\ - 254 \\ \hline \end{array}$$

2.
$$\begin{array}{r} 454 \\ - 131 \\ \hline \end{array}$$

3.
$$\begin{array}{r} 982 \\ - 432 \\ \hline \end{array}$$

4.
$$\begin{array}{r} 774 \\ - 589 \\ \hline \end{array}$$

5.
$$\begin{array}{r} 695 \\ - 555 \\ \hline \end{array}$$

6.
$$\begin{array}{r} 441 \\ - 430 \\ \hline \end{array}$$

Multiplication

When you multiply two numbers together, the result is called the product of those numbers. Symbols used to represent multiplication include X, "dot" and (). When multiplying multi-digit numbers, use these helpful hints:

- Set up the problem in vertical format, placing the number with the most digits on top.

For Example: 3×213 would be
$$\begin{array}{r} 213 \\ \times 3 \\ \hline \end{array}$$
 ↓

- Start with the far right digit of the bottom number and multiply it by each of the top digits, right to left.

For Example: 213 (3×3 is 9, 3×1 is 3, and 3×2 is 6)

$$\begin{array}{r} 213 \\ \times 3 \\ \hline 639 \end{array}$$

- When multiplying by a number with more than one digit, be sure to line up the resulting numbers for easy addition. Use zeros as place holders if needed.

For Example: 125 *The red 0 is a place holder.*

$$\begin{array}{r} 125 \\ \times 12 \\ \hline 250 \\ +1250 \\ \hline 1500 \end{array}$$

You Practice!

Calculate the products of these 6 multiplication problems.

1. $12 \cdot 1 =$ 2. $24 \times 31 =$ 3. $5(292) =$

4.
$$\begin{array}{r} 736 \\ \times 259 \\ \hline \end{array}$$
 5.
$$\begin{array}{r} 546 \\ \times 254 \\ \hline \end{array}$$
 6.
$$\begin{array}{r} 232 \\ \times 398 \\ \hline \end{array}$$

Division

When you divide one number by another, the result is called the quotient. Symbols used to represent division include \div and $/$. A division problem should always be put in the following format.

$$\begin{array}{r} \text{Quotient} \\ \hline \text{Divisor} \overline{) \text{Dividend}} \end{array}$$

Example

$$360 \div 10 \longrightarrow \begin{array}{r} 36 \\ 10 \overline{) 360} \\ \underline{-30} \\ 60 \\ \underline{-60} \\ 0 \end{array}$$

You Practice!

Calculate the quotients of these 6 division problems.

1.
$$\begin{array}{r} 88 \\ \div 11 \end{array}$$

2.
$$\begin{array}{r} 64 \\ 8 \end{array}$$

3.
$$\begin{array}{r} 36 \\ \div 12 \end{array}$$

4.
$$\begin{array}{r} 25 \\ \div 5 \end{array}$$

5.
$$\begin{array}{r} 824 \\ \div 4 \end{array}$$

6.
$$\begin{array}{r} 472 \\ 8 \end{array}$$