



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: $= \left(\frac{\textit{Amount}}{\textit{Original}} \right) \times 100$

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

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

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

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



Multiplication and Division tricks

$$\times 4 \qquad \qquad \times 2 \text{ then } \times 2 \text{ again}$$

$$\div 4 \qquad \qquad \div 2 \text{ then } \div 2 \text{ again}$$

$$\times 10 \qquad \qquad \text{Move the decimal point 1 place to the right}$$

$$\div 10 \qquad \qquad \text{Move the decimal point 1 place to the left}$$

$$\div 0.1 \qquad \qquad \qquad \times 10$$

$$\times 0.1 \qquad \qquad \qquad \div 10$$

$$\div 0.2 \qquad \qquad \div 2 \text{ then } \times 10$$

$$\times 0.2 \qquad \qquad \times 2 \text{ then } \div 10$$

$$\div 0.25 \qquad \qquad \qquad \times 4$$

$$\times 0.25 \qquad \qquad \qquad \div 4$$

$$\div 0.5 \qquad \qquad \qquad \times 2$$

$$\times 0.5 \qquad \qquad \qquad \div 2$$

Mean, Mode , Median and Range

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

$$\text{Finding the range of a set:} \qquad \qquad = \text{Highest in a set} - \text{Lowest in the set}$$

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

$$\text{Finding the mode:} \qquad \qquad = \text{Most common term in set.}$$