UNIT

13   Math and Calculator Skills

REVIEW QUESTIONS

Answer the following questions in the spaces provided.

1. Describe the two different types of calculators.

   _____

   _____

2. Name the four basic functions of calculators.

   _____   _____

   _____   _____

3. Match the following keys to their function:

Add to memory	_____	a)	M-	e)	CM
Subtract from memory	_____	b)	MC	f)	+M
Recall from memory	_____	c)	RM	g)	MR
Clear memory	_____	d)	M+	h)	-M

4. Describe the function of the constant key.

   _____

   _____

5. You should press the clear key before starting a new calculation. True or false?

6. To convert a fraction to its decimal equivalent, divide the denominator by the numerator. True or false?

7. To find the full number when a percentage is known, divide the known number by the known percentage and multiply by 100. True or false?

8. Describe how you would find the amount of increase of one number over another.

   _____

   _____

   _____

9. Fill in the common fraction and percent figures for the following decimal fractions

Decimal fraction	Common fraction	Percent equivalent
a) 0.125	_____	_____
b) 0.333	_____	_____
c) 0.75	_____	_____
d) 0.40	_____	_____
e) 0.875	_____	_____

10. What is the order of calculation when totalling an invoice with a trade discount?

    _____

    _____

    _____

11. Define the term *commission*.

    _____

    _____

12. Give an example of a chain discount.

    _____

    _____

13. Describe how you convert Canadian dollars to Japanese yen.

    _____

    _____

14. What is the formula for calculating the principal when you know the interest amount, interest rate, and term?

    _____

    _____

15. The amortization period of a mortgage is defined as the time it takes to pay the present term of the mortgage. True or false?

16. If you take out a mortgage of $100 000 for 25 years at 8% interest, the monthly payment is $771.82. How would you calculate the total amount of money you will pay back over the life of the mortgage?

    _____

    _____

17. In a retail business, markup is related to cost price and margin is related to selling price. True or false?

18. What is a *break-even point*?

   _____

   _____

19. Describe the difference between a simple average and weighted average.

   _____

   _____

20. The median of a series of numbers is another term for average. True or false?

Note: Activities, calculations, and questions related to Unit 13 of the *Pitman Office Handbook* are incorporated into the other units of the Workbook.