**Steps for Adding and Subtracting Decimals**

1. Line up each number **VERTICALLY** by the decimal point.
2. Add zeros as placeholders. (Make them LOOK alike)
3. Bring down the decimal point.
4. Add or Subtract
5. Check your answer with the INVERSE operation.

**Steps for Multiplying Decimals**

1. Line up the numbers **VERTICALLY**. You DO NOT have to line them up by the decimal point!
2. Count how many digits that are to the right of the decimal point in each number. Write out to the side of each number, circle it, and find the TOTAL number of digits counted.
3. Multiply.
4. In the product, count from the right to the left to place the decimal point of the TOTAL number of decimal places in the problem.

**Steps for Dividing Decimals**

1. Move the decimal point in the divisor to make it a whole number
2. Move the decimal point in the dividend the same number of spaces to the right as you did in the divisor.
3. Place the decimal point directly above from your dividend in your quotient.
4. Divide.

**Steps to Divide Fractions**

1. Write the original problem
2. Change ALL mixed numbers to improper fractions.
3. Find the reciprocal of the divisor (multiplicative inverse)
4. Cross simplify, if possible (Use the GCF)
5. Multiply the numerators
6. Multiply the denominators
7. Simplify, if possible.

**Steps to find Least Common Multiple**

1. List the first 6 multiples of each number.
2. Circle the common multiples.
3. The smallest circled number is the LCM

\*\* Use may also use prime factorization

3: 3, 6, 9, 12, 15

5: 5, 10, 15 LCM: 15

**Steps to find Greatest Common Factor**

1. List ALL of the factors of each number.
2. Circle the common factors.
3. The largest circled number is the GCF.

\*\* Use may also use prime factorization

12: 1, 2, 3, 4, 6, 12

18: 1, 2, 3, 6, 9, 18 GCF: 6