

Rounding by Hand Rules:

- 1) Select the position you would like to round to, we'll call it "selected position"
- 2) Look at the number to the right of the selected position:
If it is 5 or bigger (5, 6, 7, 8, 9), add 1 to the selected position and drop all the decimals to the right of the selected position.
If it is less than 5 (4, 3, 2, 1), drop all the decimals to the right of the selected position.
- 3) If numbers to drop are whole numbers, instead of dropping them convert them to zeros

ROUND function

The Excel ROUND function can round any number for you as long as you tell it the position to round to ("Selected Position")

Excel uses numbers to indicate the selected position.

ROUND function has to arguments: =ROUND(**number**, **num_digits**)

number argument can be a number or a formula

num_digits is an integer, like ...-3, -2, -1, 0, 1, 2, 3, 4...

Memorization trick: just remember that the penny position is 2, then if you move to the right add 1, to the left subtract 1.

Rules for when you MUST use ROUND function:

- 1) You are required to round (no unit of money smaller than a penny, income taxes, etc.)
- 2) You will use formula result in subsequent formula
- 3) If the numbers are already rounded, don't use the ROUND function (like for the SUM function when all the numbers being added are already rounded.

Note: If you make a calculation, but you will never use the formula result in subsequent calculations, formatting to see only two decimals will suffice.

Steps for solving word-application problems:

Step 1:	1) List all relevant facts and numbers with proper labels, 2) State goal of problem
Step 2:	1) Set up problem, 2) solve using efficient Excel features, 3) check and double check
Step 3:	Answer the question with a write statement.

Translate words into math symbols

Add	Subtract	Multiply	Division	Equal	Powers
plus	less	product	divided by	is	squared
more	subtract	double	divided into	the same as	raised to
more than	subtracted from	triple	quotient	equals	to the second power
added to	difference	times	goes into	equal to	cubed
increased by	less than	of	divide	yields	to the 12th power
sum	fewer	twice	divided equally	results in	
total	decreased by	twice as much	per	are	
sum of	loss of				
increase of	minus				
gain of	take away				
add	reduced by				