

ADDING & SUBTRACTING

DECIMALS

$$12.3 + 4.25$$

1. LINE UP THE DECIMALS

LINE THE DECIMALS UP VERTICALLY

$$\begin{array}{r} 12.3 \\ + 4.25 \\ \hline \end{array}$$

2. FILL IN THE PLACE VALUES

ADD A ZERO IN EMPTY PLACE VALES TO MAKE THE PROBLEM LOOK SQUARE

$$\begin{array}{r} 12.30 \\ + 04.25 \\ \hline \end{array}$$

3. ADD OR SUBTRACT RIGHT TO LEFT

$$\begin{array}{r} 12.30 \\ + 04.25 \\ \hline \end{array}$$

4. BRING THE DECIMAL STRAIGHT DOWN INTO ANSWER

$$16 \downarrow 55$$