

CALCULATORS AT WORK in Sales

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Contents

To the Student v

Part 1. Basic Calculator Use

Exploring Your Calculator	1
Keyboard Basics	3
Dollars and Cents	5
Calculator Answers	6
Special Keys	7

Part 2. Math Operations at Work

Calculator Addition	9
Calculator Subtraction	11
Counting the Cash	13
Proving Cash: Even, Over, or Short?	14
Checking Account Deposit Slip	15
Calculator Multiplication	16
Physical Inventory Sheet	18
Calculator Division	19
Simple Average	21
The Constant Function	22

Part 3. Decimals and Fractions at Work

Working with Decimals	25
Time and Earnings	27
Paycheck: Earnings and Deductions	29
Working with Fractions	30
Unit Pricing	32
Fractional and Group Prices	34

Part 4. Percents at Work

Percents, Fractions, and Decimals	37
The Percent Key	39
Solving Percent Problems	40
Find the Part	41
Find the Percent	42
Find the Whole Amount	43
Sales Tax	44
Discounts and Markdowns	46
Percent Increases and Decreases	47
Percent-Off Sale Tags	49
Working with Graphs	50

Part 5. Measurement at Work

Special Quantities	53
Linear Measures	55
Square Measures	56

Part 6. Memory Keys at Work

Memory Functions	59
Memory in Action	62
Sales Slips Using Memory	63
<i>Answer Section</i>	65

To the Student

You know that good basic math skills are required for almost any kind of job. In sales and distribution jobs, the ability to work with math is very important. Ask anyone who works as a sales person, cashier, or stock clerk!

Do you have a basic hand-held calculator? Then you have a very powerful tool for doing math. A calculator can be a big help in sales jobs. It can make your math calculations easier and faster. It can help you become a more accurate and confident problem-solver. And it can help you get ahead in the world of work.

This book shows you how to use a basic calculator for solving many kinds of job-related math problems. The first section introduces basic calculators and how they work. Be sure to go through these pages if you are not familiar with a basic calculator.

The rest of the book is about math skills that sales workers need to use every day. Each lesson or activity is about a certain type of problem. First you see the main idea behind the problem. Then you learn how a calculator can help you to solve the problem.

Calculator “recipes” give you an easy pattern to follow for each kind of problem.

Examples show the correct way to solve typical problems on your calculator. You see which keys to press and what results you should get. Then you see the answer, written correctly. Just follow the examples using your calculator.

Practice problems and activities give you a chance to solve similar problems in different situations.

Before you begin, here are some suggestions:

- Read carefully. Mark the information that you want to remember.
- Decide if you really need to use a calculator. Sometimes it's simpler to do the math in your head.
- It is possible that a method shown here may not work properly on your calculator. If you have any trouble, check your calculator's instructions.
- Get in the habit of estimating the answers. This is a quick way to check all of your calculations.
- When you complete a lesson or activity, look at the answer section. Even if you make a mistake, you can learn from it.

You will be solving some easy problems and some hard ones, too. By the time you finish, you should feel much better about your ability to succeed with calculator math.

You will improve your skills in handling cash sales, figuring prices, working with stock, and completing various business forms. When you get a paycheck, your earnings and deductions will make more sense to you. And as a consumer yourself, you'll be able to compare costs and make better choices.

We hope that this book will be interesting and useful. You might want to keep it for future reference.

PART 1

BASIC CALCULATOR USE

Exploring Your Calculator

Take some time to explore the calculator you are using. Look at its display panel and keyboard. Now draw them in this diagram.

NUMERIC KEYS

Decimal Point

FUNCTION KEYS

Add

Subtract

Multiply

Divide

Equals

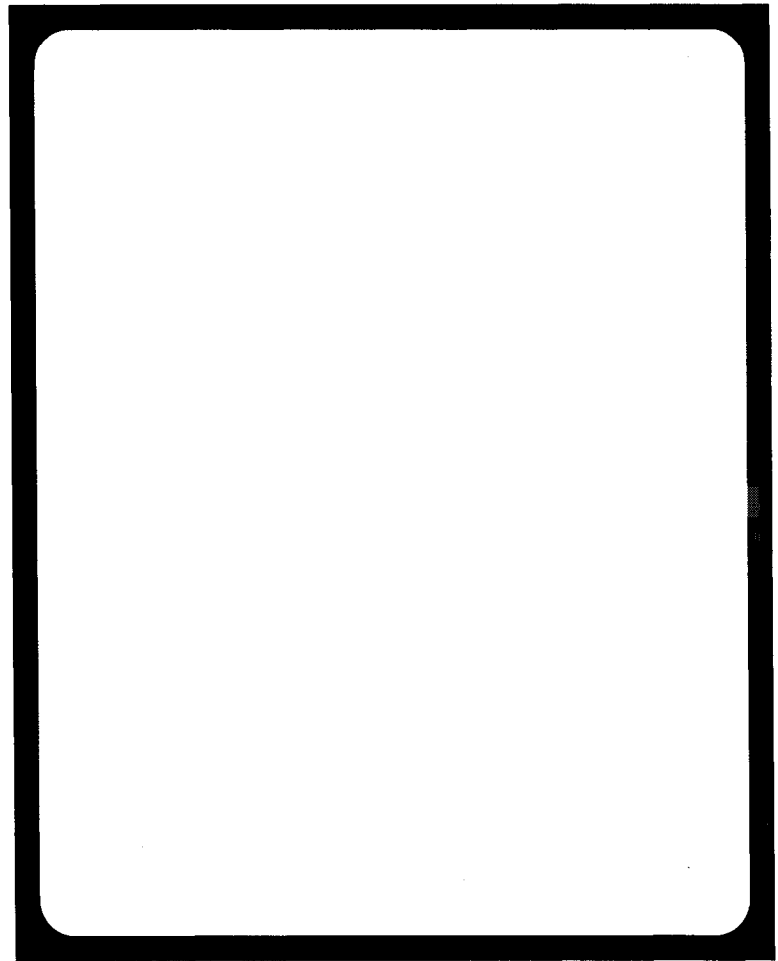
Change Sign

Percent

Square Root

Clear

Clear Entry



MEMORY KEYS

Memory Plus

Memory Minus

Memory Recall

Memory Clear

OTHER KEYS

The keys listed here are the ones used in this book. Your calculator might have some different keys or extra functions.

■ Types of calculators

There are several main types of calculators:

- Basic hand-held calculator
- Scientific calculator
- Business and financial calculator
- Office desktop calculator

Which type are you using?

This book shows you how to work with an inexpensive, basic calculator. Some methods in this book might be confusing if you use another type of calculator.

■ Check the directions

Do you have the directions that came with your calculator? If so, take a few minutes to look at them. They will show exactly how *your* calculator works. Keep them handy as you use this book.

■ How does your calculator run?

Power source (solar, battery, electric): _____

How it turns on: _____

How it shuts off: _____

■ How many digits can your calculator display?

Turn the calculator on. Press these digit keys in order:

1 2 3 4 5 6 7 8 9 0 1 2

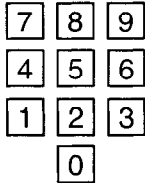
The display reads: _____

Count the digits that fit. Now you know that this calculator has a(n) ____-digit display.

Keyboard Basics

Basic calculators are a lot alike. This lesson shows you how to use the most common keys. But a few keys on your calculator may be different. Be sure you know how your keys work.

■ Digit keys



There are ten digit keys on a basic calculator. To enter numbers on the calculator, you press one digit key at a time.

■ Decimal point key

- A decimal point separates whole numbers from decimals. On basic calculators, you must press to enter a decimal point. Be sure that you press between dollars and cents.

■ Clear keys

Basic calculators have one or two clear keys that let you erase. Here are some different kinds of clear keys.

-
- Clear.** Clears the display and everything else, except the memory. Press the Clear key when you want to start over.
 - Clear Entry.** Clears only your last entry from the display. Press the Clear Entry key to erase a mistake. Then enter the correct number.
 - Clear Entry/Clear.** Press one time to clear the last entry only. Press two times to start over.
 - On/Clear.** Press once to turn the calculator on. After the calculator is on, this key works just like or .
 - Clear All.** Clears everything, including the memory.
-

Note the clear keys on YOUR calculator.

Clear Entry is Clear is

Use those keys when you see and in this book.

■ Four function keys

Your calculator has a function key for each basic math operation.

If you press the wrong function key, you don't need to clear the mistake. Just press the correct function key next.

■ Equals key

Press the equals key to carry out a basic math operation. The display shows the result.

Try these examples on your calculator.

Examples	Press	Display
a. 66 plus 55	<input type="text" value="C"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="+"/> <input type="text" value="5"/> <input type="text" value="5"/> <input type="text" value="="/>	121.
b. 42 minus 19	<input type="text" value="C"/> <input type="text" value="4"/> <input type="text" value="2"/> <input type="text" value="-"/> <input type="text" value="1"/> <input type="text" value="9"/> <input type="text" value="="/>	23.
c. 48 times 3	<input type="text" value="C"/> <input type="text" value="4"/> <input type="text" value="8"/> <input type="text" value="×"/> <input type="text" value="3"/> <input type="text" value="="/>	144.
d. 88 divided by 100	<input type="text" value="C"/> <input type="text" value="8"/> <input type="text" value="8"/> <input type="text" value="÷"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="="/>	0.88

1. Write the keys you would press. Don't forget at the end.

- a. 25 plus 7
- b. 231 minus 9
- c. 48 times 1.05
- d. 8.64 ÷ 16