

addition

1. Line up the decimals and the numbers by place values.

2. Write in place-holder zeros.

3. Add right to left, regrouping as needed.

$$4 + 2.5 + 6.73 = 13.23$$

$$\begin{array}{r} 4.00 \\ 2.50 \\ + 6.73 \\ \hline 13.23 \end{array}$$

subtraction

1. Line up the decimals and the numbers by place values.

2. Write in place-holder zeros.

3. Subtract right to left, borrowing as needed.

$$19.7 - 5.14 = 14.56$$

$$\begin{array}{r} 19.710 \\ - 5.14 \\ \hline 14.56 \end{array}$$