



## Functional Skills Mathematics 'How To' Booklets

Number	Name of Booklet
1	Introducing fractions
2	Introducing decimal fractions
3	Introducing percentages
4	Introducing ratios
5	Introducing negative numbers
6	Introducing Approximations
7	Introducing Estimation to check results
8	Introducing Addition, Subtraction, Multiplication & Division
9	Calculating with fractions
10	Calculating with decimals
11	Calculating using simple percentages
12	Calculations using ratios
13	Calculating using simple formulae
14	Calculating using common units
15	Calculating using Perimeter & Area
16	Calculating using Volume
17	Practical drawing and measuring
18	Converting using scales and tables
19	Using probability
20	Constructing 2D diagrams
21	Constructing 2D representation of 3D objects
22	Introduction to Mean, Median, Range and Mode
23	Revising With Fractions
24	Revising With Decimals
25	Revising With Percentages
26	Revising With Ratios

Number	Name of Booklet
27	Using Powers & Roots
28	Using Formulae
29	Using Networks
30	Using Bar charts and pie charts
31	Revising Mean, median and mode
32	Cumulative frequency
33	Calculating Accurately
34	Using Estimation
35	Using Approximation
36	Using Numbers of any sizes
37	Collecting and processing data
38	Using Graphs and conversions
39	Using Area, perimeter and volume