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CALL Maths Templates for Word

We have created a set of Microsoft Word templates for learners to use to lay out arithmetic.

1. Open the appropriate template (refer to the guide on the next page to choose the template that best matches the task) and type your name and date into the header at the top of the page. If the exercise is from a particular textbook or worksheet, type the information into the header as well.
2. Save the file and give it a suitable name e.g. TeeJay 1a p55.

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| Name: | Oor Wullie | | | Date: | 29/9/14 | | | |
| Filename: | TeeJay 1a p55 | | | Template: | Addition HTU 2 rows with carry | | | |
| Worksheet: | 5.5 | Book: | TeeJay 1a | | Chapter: | 5 | Page: | 55 |

1. Type each digit into separate table cells. Use the arrow keys on the keyboard to move from cell to cell, or click with the mouse on the cell where you want to type your answer.

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| |  |  |  |  | | --- | --- | --- | --- | |  | 1 | 0 | 8 | | + | 1 | 3 | 5 | |  |  | 1 |  | |  | 2 | 4 | 3 | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | + |  |  |  | |  |  |  |  | |  |  |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | + |  |  |  | |  |  |  |  | |  |  |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | + |  |  |  | |  |  |  |  | |  |  |  |  | |

1. The carry/borrow rows are set to be a smaller font and shown in red so that they stand out.
2. To strike out a number when subtracting, select the digit and then click the ‘strikethrough’ button on the Home ribbon. (Unfortunately, the strikethrough can’t be seen on the ‘4’ because it overlaps the horizontal line within the number itself, so you might try drawing a line on top instead – set Wrap Text for your line to be ‘in front of text’ so that it doesn’t move the digit.)

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| |  |  |  | | --- | --- | --- | |  | 3 | 1 | |  | 4 | 2 | | - | 1 | 7 | |  | 2 | 5 | | |  |  |  | | --- | --- | --- | |  | 4 | 1 | |  | ~~5~~ | 1 | | - | 2 | 8 | |  | 2 | 3 | | |  |  |  | | --- | --- | --- | |  | 6 | 1 | |  | ~~7~~ | 4 | | - | 3 | 5 | |  | 3 | 9 | | |  |  |  | | --- | --- | --- | |  |  | 1 | |  | 6 | 3 | | - | 4 | 6 | |  |  |  | | |  |  |  | | --- | --- | --- | |  |  |  | |  | 9 | 5 | | - | 5 | 7 | |  |  |  | |

# Guide to templates 29/9/14

|  |  |
| --- | --- |
| [Maths Grid 1](Maths%20Grid%201.dotx) |  |
| [Maths Grid 2](Maths%20Grid%202.dotx) |  |
| [Addition TU 2 rows no carry](Addition%20TU%202%20rows%20no%20carry.dotx) |  |
| [Addition TU 2 rows with carry](Addition%20TU%202%20rows%20with%20carry.dotx) |  |
| [Addition HTU 2 rows no carry](Addition%20HTU%202%20rows%20no%20carry.dotx) |  |
| [Addition HTU 2 rows with carry](Addition%20HTU%202%20rows%20with%20carry.dotx) |  |
| [Addition THTU 2 rows with carry](Addition%20THTU%202%20rows%20with%20carry.dotx) |  |
| [Add Sub THTU 2 rows with carry](Add%20Sub%20THTU%202%20rows%20with%20carry.dotx) |  |
| [Subtraction TU no carry](Subtraction%20TU%20no%20carry.dotx) |  |
| [Subtraction TU with carry](Subtraction%20TU%20with%20carry.dotx) |  |
| [Subtraction HTU no carry](Subtraction%20HTU%20no%20carry.dotx) |  |
| [Subtraction HTU with carry](Subtraction%20HTU%20with%20carry.dotx) |  |
| [Multiplication TU](Multiplication%20TU.dotx) |  |
| [Division 1 digit](Division%201%20digit.dotx) |  |