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typed per minute. Spelling and Grammar - An appropriate use of language. Alphabetizing - Filling material in alphabetic order. Record Keeping - Handling data from several sources and maintaining a record system, while using subtotals, averages, etc.

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Count the number of decimal places to the right of the decimal point in 350.0 and .4 (which equals two) to determine that the answer should also have two decimal places. Count backwards from right to left two places and insert a decimal point, which results in 140.00, or 140 (Step #2). STEP #1 STEP #2. .4 2.

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