

To convert a Fraction to a Decimal **manually**, follow these steps:

Step 1: Find a number you can multiply by **the bottom of the fraction** to make it 10, or 100, or 1000, or any **1 followed by 0s**.

Step 2: Multiply both top and bottom by that number.

Step 3: Then write down just the top number, putting the decimal point in the correct spot (one space from the right hand side for every zero in the bottom number)

Example 1: Express 3/4 as a Decimal

Step 1: We can multiply 4 by **25** to become 100

Step 2: Multiply top and bottom by 25:

$$\begin{array}{c} \times 25 \\ \text{↻} \\ \frac{3}{4} = \frac{75}{100} \\ \text{↻} \\ \times 25 \end{array}$$

Step 3: Write down 75 with the decimal point 2 spaces from the right (because 100 has 2 zeros);

Answer = 0.75