

MANUAL OF INSTRUCTION

and drills to be used
with

COMPTOMETER EDUCATOR



COMPTOMETER DIVISION
FELT AND TARRANT MFG. CO.
1735 NORTH PAULINA STREET
CHICAGO 22, ILLINOIS

The Purpose of the Comptometer “Educator”

practice machine and the drills is to help you become proficient in a shorter length of time in Touch and Rhythm adding on the Comptometer Adding Calculating Machine.

You are also given information that will be helpful in the business field.

While practicing on the "Educator" it is important that you follow the same fundamentals that you use in the Comptometer School or in the office.

You should sit erect with the "Educator" to your right and the drills directly in front and a little to the left of your body. (See picture.)

Hold a pencil in your right hand between the thumb and first finger for the purpose of balance and also for the writing of answers. (See picture.)



When adding on the "Educator" it would be wise to practice writing answers also. Select any numbers at random when writing answers. When adding a

2 figure column write a 3 figure answer

3 figure column write a 4 figure answer

4 figure column write a 5 figure answer

5 figure column write a 6 figure answer

Write answers rapidly and make each number legible.

When your work is composed predominantly of addition, 18% of your time will be spent in reading and writing answers. Practice on this writing phase can speed your addition rate considerably.

NOTE — Do not write the answers in the book, but use the answer sheets enclosed. Additional answer sheets may be obtained from your Comptometer School Instructor.

WARMING UP DRILLS

1	2	3	4	5
44	55	66	88	99
45	54	63	81	91
24	35	36	18	39
42	52	62	85	97
24	25	26	58	79
43	53	63	83	95
34	35	36	38	59
45	56	64	86	96
54	65	46	68	69
46	57	65	84	92
64	75	56	58	29
43	58	67	89	98
34	85	76	98	89
47	59	68	82	95
74	95	86	28	59
48	56	69	86	94
84	65	96	68	49
49	53	64	87	91
94	35	46	78	19
41	52	61	81	93
14	25	16	18	39
<hr/> 993	<hr/> 1145	<hr/> 1232	<hr/> 1462	<hr/> 1571

WARMING UP DRILLS

1	2	3	4	5
99	33	22	11	34
91	31	21	12	75
39	13	12	21	89
97	32	23	13	31
79	23	32	31	32
95	34	24	14	11
59	43	42	41	84
96	35	25	15	42
69	53	52	51	51
92	36	26	16	83
29	63	62	61	24
98	37	27	17	81
89	73	72	71	39
95	38	28	18	22
59	83	82	81	19
94	39	29	19	73
49	93	92	91	42
91	34	25	15	99
19	43	52	51	35
93	31	24	13	51
39	13	42	31	25
1571	880	814	693	1042

WARMING UP DRILLS

1	2	3	4	5
333	444	777	888	555
313	414	717	828	515
363	484	787	838	535
343	434	737	848	575
393	454	767	838	595
373	424	727	828	565
313	464	797	818	525
323	484	717	868	585
353	434	737	858	545
393	494	727	848	515
363	424	767	878	535
343	474	727	828	595
373	464	757	898	555
393	414	737	818	565
363	434	717	878	545
323	484	727	828	525
343	424	767	848	585
373	464	747	838	535
313	474	727	828	565
353	434	737	818	545
363	414	717	838	525
7403	9434	15617	17758	11585

WARMING UP DRILLS

1	2	3	4	5
555	222	999	111	346
515	242	939	121	220
535	282	989	131	78
575	232	919	141	142
595	262	949	151	382
565	252	969	161	591
525	232	989	171	846
585	212	939	181	29
545	272	959	191	134
515	292	969	121	34
535	282	929	171	722
595	252	919	161	483
555	232	949	151	96
565	262	979	181	122
545	252	969	131	700
525	272	929	141	53
585	212	939	191	202
535	232	969	151	98
565	242	919	161	70
545	262	929	141	535
525	282	979	151	292
11585	5282	20029	3211	6175

ADDITION EXERCISES

1	2	3
42	85	32
76	46	45
84	93	63
97	58	92
82	72	85
16	31	64
54	68	37
83	27	52
96	11	48
41	48	12
27	23	27
83	65	65
45	91	94
19	37	37
27	18	56
4	5	6
18	47	23
45	38	45
96	29	96
42	36	47
83	54	83
67	96	76
83	72	42
76	14	58
55	83	39
27	45	65
36	64	98
48	27	72
52	39	12
98	56	84
26	19	29

ADDITION EXERCISES

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ADDITION EXERCISES

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ADDITION EXERCISES

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ADDITION EXERCISES

1	2	3	4	5	6	7	8	9	10
347	892	193	778	418	774	460	672	326	658
656	578	315	160	240	101	145	223	445	268
179	857	825	576	814	596	582	219	148	87
145	214	467	235	59	66	330	25	234	824
23	12	53	47	533	877	92	192	768	315
915	455	819	752	44	14	31	48	71	36
29	218	21	148	197	729	975	786	47	612
246	455	533	424	267	883	334	421	635	667
823	876	895	555	788	966	436	781	664	350
348	375	749	634	229	434	850	958	877	543
662	16	114	43	187	635	754	33	624	317
562	367	112	412	361	336	503	255	352	453
81	67	37	68	51	13	24	541	360	45
806	227	458	513	237	451	647	236	648	619
33	575	11	24	876	217	91	11	25	123

ADDITION EXERCISES

11	12	13	14	15	16	17	18	19	20
111	242	666	484	343	681	298	627	731	544
121	515	626	434	393	481	498	729	854	326
131	102	696	494	373	281	698	326	462	495
141	551	636	424	313	781	898	475	235	738
151	301	616	474	323	181	998	917	945	219
161	141	646	464	353	581	798	169	816	682
171	402	676	414	393	881	598	326	653	731
181	315	686	484	368	381	398	652	278	854
191	205	606	424	343	781	198	837	536	462
161	919	616	464	373	981	498	235	122	235
191	828	626	474	393	381	598	641	389	946
131	747	636	434	363	581	798	316	892	817
151	616	656	414	323	281	898	752	371	654
141	343	686	454	343	681	398	276	737	279
171	252	636	424	373	181	198	965	455	536

ADDITION EXERCISES

1	2	3	4	5	6	7	8	9	10
.32	6.16	2.83	.41	6.62	.77	8.93	.92	7.44	.22
.54	.75	.44	.71	3.85	.39	3.84	8.65	5.41	.93
.80	3.12	3.92	7.63	5.30	1.64	2.46	7.51	8.51	4.07
1.89	.78	.50	.44	3.86	4.87	.16	9.88	.24	3.23
.35	1.39	8.58	5.99	5.23	5.99	.01	3.08	2.03	6.46
4.16	.10	.27	.53	5.74	.81	.85	.84	2.03	5.48
9.45	7.99	8.05	4.37	.21	5.29	.37	.92	.19	.71
.37	.69	.50	6.81	4.88	.82	7.59	4.12	8.88	.84
7.66	4.48	4.47	2.61	.71	1.95	4.00	7.52	.34	.63
.12	.45	.35	3.84	.87	.67	1.80	1.88	.25	7.11
6.35	.74	7.24	.28	9.55	2.49	.15	.98	.12	.57
.41	2.32	.13	1.05	.93	.31	.57	.54	.12	.81
.15	.61	4.62	.79	8.94	7.55	8.63	.33	5.15	6.67
5.42	.27	.81	5.24	.52	.85	9.27	.11	5.90	.06
.03	9.05	5.34	.35	.41	1.58	.19	5.05	5.84	.35

ADDITION EXERCISES

11	12	13	14	15	16	17	18	19	20
.75	2.13	.81	6.05	1.41	1.00	2.83	.41	5.31	.62
5.16	.55	9.36	.78	3.05	3.66	.44	.71	2.45	.29
.17	3.23	.22	.05	.84	1.84	3.92	7.63	.73	.73
4.87	.81	.97	2.87	.07	.85	.50	.44	4.22	.48
.10	3.34	.43	.07	.22	4.35	8.58	5.99	.14	.85
5.12	.38	8.68	7.28	4.95	.76	.27	.43	.32	.16
.83	.43	.74	.29	7.17	9.90	8.05	4.37	6.21	.30
.44	5.77	1.09	.32	.01	.80	.50	6.81	.55	6.04
.15	.29	.65	.63	.92	.56	4.47	2.61	.23	.95
5.25	4.44	4.30	5.01	.64	2.92	.35	3.84	1.44	3.21
.94	.83	.19	.50	4.79	4.89	7.24	.28	.02	2.89
.16	.27	.51	.56	6.16	5.28	.13	1.05	.31	4.12
5.91	.78	6.98	1.42	3.78	.36	4.62	.79	3.23	1.78
.41	5.24	.42	.59	.47	.61	.81	5.24	.16	8.33
.64	.74	7.67	.64	.14	3.85	.23	8.37	3.41	.67

WARMING UP DRILLS

1	2	3	4	5
3333	4444	5555	6666	7777
3131	4343	5858	6464	7373
3636	4747	5656	6363	7878
3434	4646	5252	6161	7676
3838	4545	5757	6767	7474
3737	4949	5151	6969	7979
3939	4848	5858	6565	7575
3232	4343	5959	6868	7272
3333	4646	5757	6464	7171
3737	4242	5353	6262	7676
3131	4343	5151	6363	7575
3636	4141	5252	6767	7373
3939	4848	5353	6464	7474
3838	4444	5858	6565	7979
3232	4545	5959	6161	7878
3434	4949	5757	6262	7171
3737	4747	5656	6363	7575
3131	4343	5858	6464	7979
3232	4242	5454	6767	7373
3636	4141	5252	6868	7171
3737	4646	5151	6969	7272
<hr/> 74033	<hr/> 95142	<hr/> 116857	<hr/> 137562	<hr/> 158671

WARMING UP DRILLS

1	2	3	4	5
8888	9999	2222	1111	3425
8484	9494	2323	1212	983
8383	9696	2424	1313	5404
8989	9797	2525	1414	98
8787	9292	2626	1515	1112
8686	9898	2727	1616	375
8181	9393	2828	1717	8340
8383	9191	2929	1818	99
8282	9696	2828	1919	717
8989	9292	2727	1212	3405
8181	9797	2626	1717	1212
8585	9191	2525	1919	375
8888	9494	2424	1515	73
8282	9898	2323	1414	1546
8787	9696	2222	1313	291
8181	9797	2121	1616	384
8686	9595	2525	1515	5005
8484	9191	2626	1414	96
8787	9898	2727	1313	370
8383	9393	2828	1212	2159
8181	9797	2424	1414	934
<u>179477</u>	<u>201495</u>	<u>53530</u>	<u>31209</u>	<u>36403</u>

ADDITION EXERCISES

1	2	3
48	571	6657
4623	3882	686
372	6465	3341
9181	95	719
5919	4236	9458
56	151	831
6571	2612	19
3782	47	5364
25	1583	972
7663	8965	3656
437	5891	583
4258	348	19
164	9739	2847
2829	56	251
51	6621	8982
1382	498	65
697	3176	4593
8764	1931	176
31	4585	6741
978	19	16

ADDITION EXERCISES

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 46 96
 6 31
 53 82
 1 45
 88 13
 4 23
 69 61
 2 83
 16 92
 93 41
 72 63
 74
 81 29
 8 86
 94 14
 75 57
 3 39
 47 82
 2 16

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89 19
 4 72
 18 64
 3 59
 37 23
 36 41
 95 62
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 19 47
 92 68
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 54 54
 61 73
 95 62
 86 91
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 92 96
 83 38
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 75 98
 86 39
 98 64
 13 19
 3 58
 49 72
 82 64
 14 23
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 56 61
 1 83
 95 96
 67 41
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 36 57
 92 38
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 81 54
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ADDITION EXERCISES

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 87 83
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 32 92
 1 78
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 96 65
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 78 97
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 86 78
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 99 67
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ADDITION EXERCISES

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 87 83
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ADDITION EXERCISES

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 74 61
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ADDITION EXERCISES

16	17	18
6 71	64 37	75 15
85	36	6 72
19 96	5 41	87 63
98 31	86 82	96 72
63 19	13 95	63 41
7 45	4 76	4 83
9 63	41 42	96
96 22	18 58	18 41
45 41	92 96	92 87
2 85	76 31	63 63
7 96	4 12	91 72
64 31	5 47	4 41
1 18	95 83	5 85
75 45	87 92	85 96
86 69	3 64	76 31
18 37	9 13	19 83
42	98 58	3 96
93 51	12 19	18 45
41 82	47	87 92
64	61 64	4 51

WARMING UP DRILLS

1	2	3	4	5
44444	77777	33333	88888	55555
43434	73737	31313	84848	58585
47474	78787	36363	83838	56565
46464	76767	34343	89898	52525
45454	74747	38383	87878	57575
49494	79797	37373	86868	51515
48484	75757	39393	81818	58585
43434	72727	32323	83838	59595
46464	71717	33333	82828	57575
42424	76767	37373	89898	53535
43434	75757	31313	81818	51515
41414	73737	36363	85858	52525
48484	74747	39393	88888	52525
44444	79797	38383	82828	58585
45454	78787	32323	87878	59595
49494	71717	34343	81818	57575
47474	75757	37373	86868	56565
43434	79797	31313	84848	58585
42424	73737	32323	87878	54545
41414	71717	36363	83838	52525
46464	72727	37373	81818	51515
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951504	1586857	740393	1794938	1167665

WARMING UP DRILLS

1	2	3	4	5
55555	99999	22222	11111	316.36
58585	94949	23232	12121	325.52
56565	96969	24242	13131	2.92
52525	97979	25252	14141	515.15
57575	92929	26262	15151	6.46
51515	98989	27272	16161	4.36
58585	93939	28282	17171	495.63
59595	91919	27272	18181	26.36
57575	96969	26262	19191	975.75
53535	92929	25252	12121	972.20
51515	97979	25252	17171	446.40
52525	91919	23232	19191	337.20
52525	94949	22222	15151	30.44
58585	98989	21212	14141	126.62
59595	96969	25252	13131	621.26
57575	97979	26262	16161	6.56
56565	95959	27272	15151	734.51
58585	91919	28282	14141	98.89
54545	98989	24242	13131	312.31
52525	93939	29292	12121	41.41
51515	97979	28282	14141	640.85
<hr/> 1167665	<hr/> 2015139	<hr/> 536332	<hr/> 312111	<hr/> 7037.16

SALES BY COMMODITIES

1		2	
601	47	Air Valves	350 55
818	73	A.V. Brackets	865 65
725	56	Wase Coatings	102 27
94	23	Connections	457 13
590	55	Plungers	34 29
824	66	Tube Baskets	503 33
38	05	A. Shafts	746 07
9	40	Gear Parts	933 84
633	23	Countersinks	97 23
415	17	Hook Clamps	376 76
63	70	Plates	836 15
434	04	Lock Wats	705 67
59	17	Blank Slic	317 34
307	34	Shield Bushings	8 22
9	02	Strippers	718 04
610	43	Washer Springs	183 57
34	00	Pins	44 10
782	15	Ranges	909 76
20	82	Latches	320 24
1	16	Wheels - C.	972 25
31	64	Washers	18 81
200	75	Screws	186 55
2	64	Stop Tools	682 76
92	41	Drilling Tools	807 53
94	78	Chisels	148 14
584	57	Punches	157 52
556	46	Rivets	705 30
89	35	Handles - Oak	983 46
42	04	Handles - Oak	879 93
846	27	Shield Checks	121 48

SALES RECORD BY WEEKS

July	3		4	
M 511	20	94	552	64
M 512	418	84	514	45
M 513	160	25	599	05
M 514	285	23	623	56
M 515	50	40	941	34
M 516	729	15	541	54
M 517	483	45	992	05
M 518	612	07	29	83
M 519	605	43	145	54
M 520	158	62	607	15
X 411	309	41	12	95
X 412	56	93	4	10
X 413	843	17	539	53
X 414	33	75		72
X 415	485	63	32	05
X 416	732	44	918	45
X 417	626	33	30	50
X 418	880	51	170	33
X 419	102	94	741	58
X 420	65	56	108	75
S 511	424	04	5	39
S 512	40	81	565	39
S 613	12	82	898	37
S 614	267	05	420	03
S 615	902	24	82	51
S 616	213	53	674	63
S 617	10	50	568	15
S 618	610	34	488	46
S 619	552	64	228	25
S 620	145	54	335	34

SALES RECORD BY WEEKS

5		6		
	86	12	755	83
	173	29	23	76
	556	07	881	53
	94	76	543	76
	270	39	65	23
	64	27	254	11
	732	14	23	87
	33	72	466	98
	832	09	176	38
	548	31	45	96
	2	11	720	81
	765	49	146	52
	396	64	150	99
	7	34	79	13
	10	85	358	21
	698	93	261	70
	714	98	66	42
	40	82	621	95
	5	46	728	46
	321	66	46	31
	437	58		85
	698	40	29	63
	271	15	439	46
	860	31	68	40
	565	83	17	28
	60	57		36
	736	41	70	19
	56	59	867	41
	556	45	43	38
	20	98	119	40

SALES RECORD BY WEEKS

July	7	8
A01	374 25	4 09
A02	21 77	61 19
A03	302 52	410 85
A04	582 67	736 27
A05	893 04	197 36
A06	11 83	531 49
A07	2 49	801 94
A08	350 87	312 13
A09	486 76	239 38
A010	186 52	7 86
L01	7 40	242 73
L02	507 91	89 20
L03	300 18	980 46
L04	6 54	76 31
L05	615 78	397 48
L06	82 39	22 83
L07	970 81	98 17
L08	30 46	288 46
L09	42 61	398 25
L010	349 93	467 98
V01	61 84	735 40
V02	773 65	100 56
V03	279 87	4 21
V04	11 93	66 74
V05	293 45	79 18
V06	576 41	64 73
V07	193 50	917 94
V08	8 64	839 56
V09	43 58	132 77
V010	346 92	456 02

SALES RECORD BY WEEKS

	9	10
	98	475 45
	65 63	417 70
	83 17	798 63
	27 65	886 44
	468 05	39
	101 43	539 72
	123 45	715 36
	39 59	223 71
	426 93	83 52
	31 93	653 22
	251 16	55 38
	390 00	74 81
	44 08	838 76
	275 36	72
	313 42	419 39
	86 36	181 15
	597 43	26 33
	4 82	47 86
	365 75	727 37
	18 38	148 52
	270 14	383 17
	25 63	24 59
	898 15	575 00
	922 51	10 90
	48 19	271 54
	187 84	431 98
	277 17	36 71
	830 93	36 39
	757 42	397 50
	690 36	999 10

RENTAL REPORT

	11		12	
	JANUARY		FEBRUARY	
Berg	949	96	70	14
Clibe	707	50	44	33
Crane	518	63	77	83
Curry	6	48	39	36
Dawke	9	91	424	91
Fuss	8	15	576	84
Hilbert	318	84	390	06
Hogan	655	23	9	46
Holt	72	74	208	04
Jeffers	83	17	17	14
Kendrick	65	90	1	61
Lamson	371	61	111	01
MacRae	550	98	678	63
Moore	432	71	92	43
Morse	46	66	332	50
Murphy	97	98	2	93
Myky	35	13	915	38
Nash	898	35	718	46
Newton	407	23	229	57
O'Keefe	71	61	6	75
Otto	96	33	654	44
Pierson	17	75	446	11
Raff	2	51	365	75
Reese	893	25	464	54
Riser	461	37	127	93
Rockwith	520	70	40	74
Ryan	392	76	198	90
Slaggert	955	95	752	12
Stanton	1	81	669	43
Wilson	314	51	927	91

MULTIPLICATION DRILLS

- | | |
|-------------|-------------|
| 1. 3 x 3 | 26. 26 x 13 |
| 2. 5 x 5 | 27. 18 x 15 |
| 3. 4 x 4 | 28. 81 x 25 |
| 4. 2 x 2 | 29. 16 x 22 |
| 5. 7 x 3 | 30. 28 x 12 |
| 6. 8 x 5 | 31. 17 x 21 |
| 7. 6 x 4 | 32. 15 x 32 |
| 8. 8 x 3 | 33. 96 x 45 |
| 9. 7 x 2 | 34. 25 x 51 |
| 10. 9 x 5 | 35. 76 x 32 |
| 11. 11 x 3 | 36. 72 x 24 |
| 12. 13 x 5 | 37. 47 x 41 |
| 13. 12 x 4 | 38. 64 x 12 |
| 14. 10 x 2 | 39. 69 x 55 |
| 15. 21 x 5 | 40. 37 x 15 |
| 16. 32 x 42 | 41. 72 x 24 |
| 17. 17 x 15 | 42. 18 x 12 |
| 18. 66 x 14 | 43. 48 x 51 |
| 19. 59 x 22 | 44. 75 x 42 |
| 20. 42 x 12 | 45. 28 x 15 |
| 21. 89 x 14 | 46. 54 x 41 |
| 22. 52 x 20 | 47. 73 x 25 |
| 23. 54 x 22 | 48. 37 x 13 |
| 24. 36 x 25 | 49. 65 x 14 |
| 25. 40 x 15 | 50. 39 x 53 |

TABLE OF MEASURES

Dozen	—	12 Units
Gross	—	144 Units (12 Dozen)
Square Foot	—	144 Square Inches
Mile	—	5280 Feet
Long Ton	—	2240 Lbs.
Ton	—	2000 Lbs.

REFERENCE TABLES OF WEIGHT AND MEASURE

Bushel, Barrel and Keg Weights

COPY FOR FUTURE USE

Apples	48 lb.	Weight per Bushel	
Barley	48 "	"	"
Beans	60 "	"	"
Buckwheat	48 "	"	"
Clover Seed	60 "	"	"
Corn (In ear)	70 "	"	"
Corn (Shelled)	56 "	"	"
Flax	56 "	"	"
Malt	34 "	"	"
Oats	32 "	"	"
Onions	57 "	"	"
Peas	60 "	"	"
Potatoes	60 "	"	"
Rye	56 "	"	"
Timothy	45 "	"	"
Wheat	60 "	"	"
Beef and Pork	200 "	"	Barrel
Butter	56 "	"	Firkin
Flour	196 "	"	Barrel
Nails	100 "	"	Keg
Salt	280 "	"	Barrel

ABBREVIATIONS USED IN BUSINESS

@	at or to	ea.	each
acct., a/c	account	etc.	and others
amt.	amount	exp.	express
ans.	answer	fwd.	forward
art.	article	F.O.B.	free on board
avdp.	avoirdupois	frt.	freight
bal.	balance	gr.	gross
bbbl.	barrel	int.	interest
B. & O.	Baltimore & Ohio	inv.	invoice
bdl.	bundle	L/C	letter of credit
bg.	bag	mdse.	merchandise
bkt.	basket	M.O.	money order
B/L	bill of lading	No.	number
bu.	bushel	O.K.	it is so; all right
bx.	box	o/c	overcharge
C.B. & Q.	Chicago, Burlington & Quincy	p.p.	postpaid; parcel post
c/o	care of	via	by the way
C.O.D.	cash on delivery	W/B	waybill
Cr.	credit	%	per cent
C.W.O.	Cash with order	#	number, if written before a figure
cwt.	hundredweight	#	pounds, if written after a figure
disc.	discount	'	feet; minutes
doz.	dozen	"	inches; seconds
Dr.	debit		

Definition of Terms Used Commonly in Business

MULTIPLICAND — The number of quantity to be multiplied.

MULTIPLIER — That which multiplies a number.

EXAMPLE		
Multiplicand		Multiplier
1367481	×	134
		=

SUBTRAHEND — The number to be subtracted from another.

MINUEND — That number from which another number is to be subtracted.

EXAMPLE	
8352	Minuend
<u>—821</u>	Subtrahend

DIVIDEND — A number to be divided.

DIVISOR — The number by which another is divided.

EXAMPLE		
Dividend		Divisor
628532	÷	453
		=

Fraction— Part of a unit.

Decimal — A fraction whose denominator is 10,
100, 1000 or any other power of 10.

Per Cent means by the hundred. In dealing with
percents we are dealing with decimals whose
denominator is 100.

Form 1389

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