

Contents

Unit 1. Commercial Arithmetic

Chapter 1 :	Value Added Tax	1–14
Chapter 2 :	Banking (Recurring Deposit Account)	15–20
Chapter 3 :	Shares and Dividend	21–35

Unit 2. Algebra

Chapter 4 :	Linear Inequations (In one variable)	36–48
Chapter 5 :	Quadratic Equations	49–63
Chapter 6 :	Solving (simple) Problems (Based on Quadratic Equations)	64–76
Chapter 7 :	Ratio and Proportion (Including Properties and Uses)	77–101
Chapter 8 :	Remainder and Factor Theorems	102–111
Chapter 9 :	Matrices	112–131
Chapter 10 :	Arithmetic Progression <i>New</i>	132–150
Chapter 11 :	Geometric Progression <i>New</i>	151–173

Unit 3. Co-ordinate Geometry

Chapter 12 :	Reflection (In x -axis, y -axis, $x = a$, $y = a$ and the origin; Invariant Points)	174–183
Chapter 13 :	Section and Mid-Point Formula <i>New</i>	184–195
Chapter 14 :	Equation of a Line	196–214

Unit 4. Geometry

Chapter 15 :	Similarity (With Applications to Maps and Models)	215–241
Chapter 16 :	Loci (Locus and Its Constructions)	242–252
Chapter 17 :	Circles	253–277
Chapter 18 :	Tangents and Intersecting Chords	278–297
Chapter 19 :	Constructions (Circles)	298–302

Unit 5. Mensuration

Chapter 20 :	Cylinder, Cone and Sphere (Surface Area and Volume)	303–327
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Unit 6. Trigonometry

Chapter 21 :	Trigonometrical Identities (Including Trigonometrical Ratios of Complementary Angles and Use of Four Figure Trigonometrical Tables).	328–343
Chapter 22 :	Heights and Distances	344–353

Unit 7. Statistics

Chapter 23 :	Graphical Representaion (Histograms, Frequency Polygon and Ogives)	354–359
Chapter 24 :	Measures of Central Tendency (Mean, Median, Quartiles and Mode)	360–388
Chapter 25 :	Probability	389–404
Chapterwise Revision Exercise		405–414
Mixed Practice		415–419
Revision Paper 1		420–422
Revision Paper 2		423–426
Revision Paper 3		427–430
Revision Paper 4		431–434
Revision Paper 5		435–437
Question Paper — 2016 (Solved)		438–454
Tables		455–464
Answers		465–488

Remember :

1. S.I. Units may be written in full or using the agreed symbols, but no other abbreviation may be used.
2. The letter 's' is never added to symbols to indicate the plural form.
3. A full stop is not written after symbols for units unless it occurs at the end of sentence.
4. When unit and symbols are combined as a quotient, e.g. metre per second, it is recommended that they be written as m/s or still better as ms^{-1} .
5. Three decimal signs are in common international use: the full point, the mid point and the comma. Since the full point is sometimes used for multiplication and the comma for spacing digits in large numbers, we shall be **on the safe side** if we use **the mid-point for decimals**.
6. **In all types of graphs, scales, for both the axes must be mentioned on the top right corner.**
7. Any formulae, theorems, axioms, etc., used to solve a problem, must be clearly mentioned.
8. **Answer must be left in fractional or decimal form; and not in surd form.**