Add 4-digit numbers

No exchange

$$\begin{array}{r} 5162 \\ +3427 \\ \hline 8589 \end{array}$$

Starting with the ones, add each column in turn.

One exchange

$$\begin{array}{r} 51\mathbf{6}2 \\ +34\mathbf{9}7 \\ \hline 86\mathbf{5}9 \\ \hline {\scriptstyle 1} \end{array}$$

Starting with the ones, add each column in turn. When adding 6 tens + 9 tens = 15 tens = 1 hundred + 5 tens

Place 1 hundred under the hundreds answer and 5 tens in the answer.

Multiple exchanges

$$\begin{array}{r} 5864 \\ +3497 \\ \hline 9361 \\ \hline {\scriptstyle 1\,1\,1} \end{array}$$

Starting with the ones, add each column in turn. Exchange tens, hundreds and/ or thousands as required.

Subtract 4-digit numbers

No exchange

$$\begin{array}{r} 5789 \\ -\ 3421 \\ \hline 2368 \end{array}$$

Starting with the ones, subtract each column in turn.

One exchange

$$\begin{array}{r} {\scriptstyle 6\ 1} \\ 5\cancel{7}\mathbf{4}9 \\ -\ 34\mathbf{7}1 \\ \hline 22\mathbf{7}8 \end{array}$$

Starting with the ones, subtract each column in turn. When subtracting 4 tens -7 tens, exchange 1 hundred to make:

14 tens – 7 tens = 7 tens

Multiple exchanges

$$\begin{array}{r} {\scriptstyle 6\,13\,1} \\ 5\cancel{7}\cancel{4}2 \\ -\ 3476 \\ \hline 2266 \end{array}$$

Starting with the ones, subtract each column in turn. Exchange tens, hundreds and/ or thousands as required.