

# Functional Skills

## Calendar

365 days in a year.

366 days in a leap year.



January 31 days	July 31 days
February 28/29 days	August 31 days
March 31 days	September 30 days
April 30 days	October 31 days
May 31 days	November 30 days
June 30 days	December 31 days

## Time

24 hours in a day.

60 minutes in an hour.



Analogue time is recorded in two 12 hour periods.

Digital time is recorded in one 24 hour period.



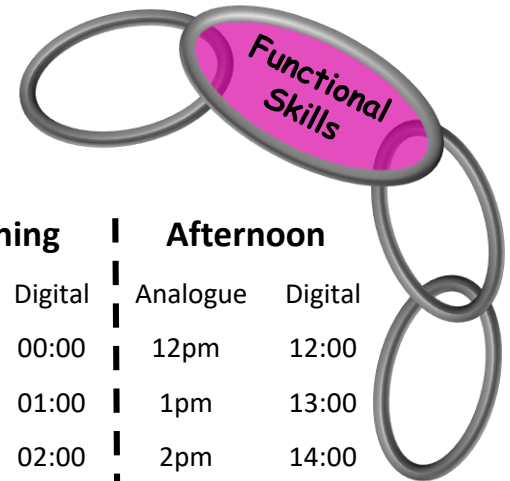
## Working with time

When calculations involve time always round to the nearest hour first.

e.g. I set off at 6:45am and arrived at 8:20am.  
How long was my journey?

1 hour and 35 minutes

6:45am → 15 minutes  
7:00am → 1 hour  
8:00am → 20 minutes  
8:20am



Morning		Afternoon	
Analogue	Digital	Analogue	Digital
12am	00:00	12pm	12:00
1am	01:00	1pm	13:00
2am	02:00	2pm	14:00
3am	03:00	3pm	15:00
4am	04:00	4pm	16:00
5am	05:00	5pm	17:00
6am	06:00	6pm	18:00
7am	07:00	7pm	19:00
8am	08:00	8pm	20:00
9am	09:00	9pm	21:00
10am	10:00	10pm	22:00
11am	11:00	11pm	23:00