

OLYMPIAD · MENTAL ABILITY · OLYMPIAD PREPARATION · FORMULA BANK

Chapter 3: Coding and Decoding

Every formula and result of the chapter on one sheet

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|---|------------------|--|
| 1 | Forward shift | new position = old position $+k$ |
| 2 | Backward shift | new position = old position $-k$ |
| 3 | Reverse alphabet | position n becomes $27 - n$ |
| 4 | Sum of positions | A = 1, B = 2, ..., Z = 26; add the positions |
| 5 | Decoding | do the opposite of the coding step |