Rules for Rounding Whole Numbers

When rounding numbers, you must first understand the term "rounding digit." When working with whole numbers and rounding to the closest 10, the rounding digit is the second number from the right—or the 10's place.
When rounding to the nearest hundred, the third place from the right is the rounding digit—or the 100's place.

First, determine what your rounding digit is and then look to the digit at the right side.

If the digit is 0, 1, 2, 3, or 4, do not change the rounding digit. All digits that are on the righthand side of the requested rounding digit become 0.
If the digit is 5, 6, 7, 8, or 9, the rounding digit rounds up by one number. All digits that are on the righthand side of the requested rounding digit will become 0.

Rounding Rules for Decimal Numbers

Determine what your rounding digit is and look to the right side of it.

If that digit is 4, 3, 2, or 1, simply drop all digits to the right of it.
If that digit is 5, 6, 7, 8, or 9 add one to the rounding digit and drop all digits to the right of it.

Examples of How to Round Numbers
765.3682 becomes:

1,000 when rounding to the nearest 1,000
800 when rounding to the nearest 100
770 when rounding to the nearest 10
765 when rounding to the nearest one (1)
765.4 when rounding to the nearest 10th
765.37 when rounding to the nearest 100th
765.368 when rounding to the nearest (1,000th)