Whole numbers can be expressed in many ways:

Standard form: 13,823,407,100
Use commas to separate the number into periods

Short word form: 13 billion, 823 million, 407 thousand, 1 hundred
Write the number in each period followed by the period name and comma (except for ones)

Expanded form: 10,000,000,000 + 3,000,000,000 + 800,000,000 + 20,000,000 + 3,000,000 + 400,000 + 7,000 + 100

Word form: thirteen billion, eight hundred twenty-three million, four hundred seven thousand, one hundred
Use a comma after naming each period to help you read the number easier

Decimal numbers can be expressed in many ways.

Standard form: 0.00025
Zeros to the right of the decimal point serve as placeholders

Short word form: 25 hundred-thousandths
Write the number followed by the name of the last decimal place.

Expanded form: 0.0002 + 0.00005
Show the value of each nonzero digit

Word form: twenty-five hundred-thousandths