**NO VIDEOS, CELL PHONES, HEADPHONES!!!**

**Resources:**   
 GCFLearnfree,   
 MS Word 2013  
    
**Letter Content:**

Write a letter Dr. Mutillo. Answer each question using complete sentences, check grammar, and punctuation.

* What are the benefits of SmartLunch?
* Why you like SmartLunch?
* What incentives can be used to encourage more students to attend?

ANSWER with complete sentences:

1. Are you passing all of your classes?
2. How can SmartLunch benefit you?

**Simulation / Cert Practice**     
Use GCFLearnfree to search for the lessons needed for the sections below (GCFLearnfree word 2013 bookmark)  that reflects:

1. Add bookmarks, controls
2. Create a table for SmartLunch
   * Choose Layout and design of your choice
3. Insert SmartLunch goals
4. Convert table to text
5. Modify styles
6. Students will add additional features based on the information below. Be creative. Each student’s final project will vary.
   * Create/customize building blocks
   * Add restrictions
   * Convert text to a table
   * Insert an image of a student in class and another image of students eating (online)
   * Add captions (identify modifying made using features from four different groups)
   * Insert Summary from Lesson 5 text wrap images 1 – tight, 2 – in line with text
   * Save as - Word2013 Sim – your initials (RB)
   * Post on Padlet Wall – Cert Review

**Complete:**

1. Handouts
2. Practice simulation
3. Print and submit at the end of class.