# Task One

Write a business block letter formatted correctly to me from you reflecting on what you thought about this class, this year, what you enjoyed what you will miss, what you won’t, and how you look so forward to seeing me next year in Personal Finance. You should have at least an introductory paragraph, a body paragraph, and an ending paragraph where you wrap things up. Be sure to tell me which hour you were in so I can remember this when you are a senior.

# Task Two

Create a PowerPoint with 7-10 slides on the section of your choice form the booklet HEADS UP, STOP THINK CONNNECT from the ftc.gov. Remember the 7 x 7 rule, each slide, each line.

* Share with Care p. 2-3
* Interact with Tact p. 4-5
* Cyber bullying P. 6-7
* Protect yourself, your information, your computer p. 8-11

1. Choose an interesting and appropriate document theme
2. Enter the presentation title, place your name on the title slide as a subtext
3. Include a bulleted list somewhere within the presentation
4. Insert a clip from the clip organizer on the title slide
5. Resize the clip art
6. Add transitions between slides
7. Apply a picture, style, effects and border
8. Insert a texture fill
9. You should have a variety of images on each slide that enhances information.

Have a wonderful summer!! ☼🖏👍☺🖐