**Simplifying Fractions**

1. Find any common factors:

|  |  |
| --- | --- |
| 16 | 20 |
| 1 x 16  2 x 8  4 x 4 | 1 x 20  2 x 10  4 x 5 |

1. Circle the Greatest Common Factor (GCF):

GCF = 4

1. Divide the numerator and denominator by the GCF

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**Mixed Number to Improper Fraction**

1. Multiply your denominator by your whole number:

2

2 x 3 = 6

1. Add the numerator:

6 + 1 = 7

1. Keep the denominator the same:

**Improper Fraction to Mixed Number**

1. Divide your numerator by the denominator:

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11 ÷ 5 =

2