Converting from a mixed number to an improper fraction:

$$1)\quad 3^{+2}_{\times 3} \frac{2}{3} = \frac{11}{3}$$

Converting from an improper fraction to a mixed number:

$$2)\quad \frac{23}{4} \qquad 4\overline{)23} \;\; \begin{array}{r} 5 \\ 23 \\ -20 \\ \hline 3 \end{array} \qquad 5\frac{3}{4}$$