

Shared Folder Check

PRACTICAL SKILLS · PUT IT IN ORDER

Mateo drags the source table into the group project's shared folder, beside a slide deck marked final draft. The deck already has a green sync circle, but the notes file below it still shows a spinning upload icon. His group agreed that he would export the deck and add the PDF to the turn-in folder during this work period. A folder comment now says the data chart may use last week's numbers, not the updated table he just added. The same few minutes can go toward checking the chart or making the PDF, and either choice could slow the group.

Put the steps in the order that works best.

- [ ] Compare the chart values in the deck with the updated source table in the shared folder.
- [ ] Export the checked deck as a PDF and place it in the turn-in folder.
- [ ] Wait until the notes file finishes syncing, then open the latest deck instead of an older copy.
- [ ] Fix the chart or add a short folder comment explaining that the numbers already match.

Think about it: What could go wrong if Mateo exports the PDF before checking which file version is current?