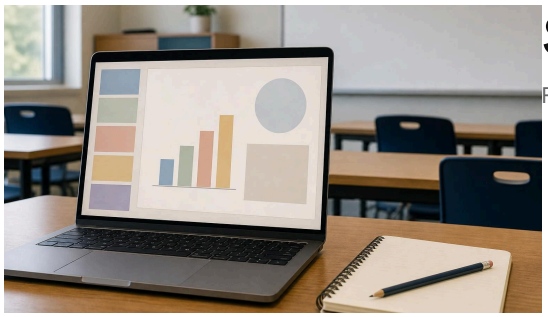

Slide Deck Revision

PRACTICAL SKILLS · PUT IT IN ORDER

Zane drops a bar chart into the shared slide deck and notices the footer vanished. The group's comment said to use the blank template slide first. He copied the finished chart before duplicating that template, so the format shifted. Now the slide thumbnails show one gray title bar among blue ones. The presentation is for a mock job pitch, not an art experiment. Zane needs to fix the order without making extra changes.

Put the steps in the order Zane should follow.

- [ ] Paste the finished chart into the assigned slide and check that it fits the layout.
- [ ] Read the group comment and confirm which slide needs the chart.
- [ ] Tell the group that the chart is placed and ready for review.
- [ ] Make a copy of the team's blank slide template.

Answer:

1. Read the group comment and confirm which slide needs the chart.
2. Make a copy of the team's blank slide template.
3. Paste the finished chart into the assigned slide and check that it fits the layout.
4. Tell the group that the chart is placed and ready for review.

Think about it: What problem can happen when content is added before the template is copied?

TEACHER NOTE

The correct order is 2, 4, 1, 3: read the group comment, copy the blank template, paste the chart, then tell the group it is ready for review. This order fixes the out-of-order step before adding content and keeps the team informed.

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