

## Doing

Now that your group has created a plan that has been approved by your teacher, you can start to work on your presentation. Remember that you only have a few class sessions to complete work on your presentation, so use your time wisely.

Before you begin work, meet as a group and review the following steps:

1. Read your approved project plan again. Be certain that everyone knows what tasks he or she must do, and the order in which they must be completed.
2. Discuss how you can let others in your group know what to do if you need help with a task.
3. Each group member should begin work on his or her assigned tasks.
4. Complete any needed research. Use available resources, such as newspapers, books, or the Internet, to find the information you need. If you are interviewing people in your community, make sure you have written a list of questions to ask and have scheduled a time to speak with each person.
5. Should you need ideas about how to do a certain task, refer to the activities you completed in earlier class sessions. Also, look at the *Help Guide* for help with the software.

**Challenge:** Consider adding or inserting a table into one or more of your slides in your multimedia presentation. (For help, see Multimedia Skill 5.10: To add or insert a table into a slide.) (**NOTE:** This skill may not be possible in every multimedia software application. If your multimedia software does not have this capability, simply skip this skill in this challenge.)

6. Assemble the parts of the presentation into one whole as needed.
7. Save your work as directed.

### Unit 2: Technology at Work

Toward the end of each class session, you should review the work you have completed so far and consider the following questions:

- What information that you gathered is not needed? What other information might you still need to find?
- How does each completed part of the presentation help make your big ideas clear? What could be done to make your ideas even clearer?
- What could be done to make the different parts look like they belong in the same presentation?

Make any desired changes. Remember to save your work when you are finished.

Before each class session ends, each group member should share the work he or she has completed so far and answer the following questions:

- What parts of my work do I feel good about?
- What parts of my work do I need help with?

As each group member shares his or her work, the other group members should listen and then answer the following questions:

- What do I really like about the group member's work?
- What good ideas do I have to help make the group member's work even better?