# Classify the Step

**Directions:** Bob is preparing a presentation. Use your **Checklist for Developing a Multimedia Presentation** to identify each step below by writing the number of each step.

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| **Step** | **Action** |
|  | 1. Bob selected a set of slides for his presentation that has a picture of the American flag in the background.
 |
|  | 1. Bob keyed the title of the presentation and the slide number in the footer of the presentation.
 |
|  | 1. Bob changed the font color of the title texts for each slide in his presentation
 |
|  | 1. Bob added a sound file of the Presidential March to his presentation
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|  | 1. Bob determined that his presentation was going to be about the Presidential Inauguration
 |
|  | 1. Bob determined that his audience would include business leaders from the community, parents, and classmates
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|  | 1. Bob added a news clip from the Inauguration
 |
|  | 1. Bob adjusted the line spacing for the slides in his presentation
 |
|  | 1. Bob made each uncover from the left
 |
|  | 1. Bob sketched the content of his presentation out on paper
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|  | 1. Bob added a picture of President Obama to a slide
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|  | 1. Bob added a picture of the White House lawn to a slide
 |
|  | 1. Bob added text to each slide
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|  | 1. Bob changed the bullets used in the presentation for each slide
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|  | 1. Bob formatted the word “Inauguration” on Slide 6 so that it would grow in size when the slide was viewed.
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