

## Directions to create an Interactive Jeopardy PowerPoint! Pg 1

1. First launch MS PowerPoint and create a blank slide.
2. In the Blank slide, Go to Outline mode and create a title for the Jeopardy PP
3. Now go back Slide mode and Insert a table of enough rows & columns.
4. Fill in categories in the top row and fill in values 100, 200, 300... below.
5. Next is to create a slide with the question for each category / value.
6. At the top, click Insert => New Slide. It usually has a title box and text box.
7. In New Slide mode, Go to Outline and enter the Title/Value then the question.
8. Now to be efficient, At the top, click Insert => Duplicate Slide
9. Edit the Title/Value and enter an appropriate question
10. Continue creating duplicate slides until all category values have been created.
11. Now, repeat this easy method to create all of the question slides, then CHECK!
12. Next to again be efficient, position cursor after first question slide
13. At the top, click Insert => Duplicate Slide which will contain the question
14. Enter the answer just below the question on the duplicate category/value slide
15. Repeat this easy method to create all the question/answer slides, then CHECK!
16. At this point, it is very important to have everything in order and correct!
17. So go to Sorter view and double check all question & question/answer slides!
18. Once all is check and double check, proceed to the linking slides together.
19. First we will link the Table of Categories & Values to the Question Slides.
20. Go to the Table of Categories and select the first value in the first category.

At this point, it is a good idea to save the PP, if you have not already done so! ☺

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21. Once the first value in the first category has been selected, at top click Slide Show
22. At the Slide Show menu, click Action Settings and in the Action Settings dialog box.
23. Check in front of Hyperlink to: then use the drop down arrow to scroll to slide...
24. At Slide Title dialog box, click the appropriate slide title ( first category / value ).
25. Once correct title is selected, click OK in Hyperlink to box & Action Settings box.
26. Repeat this method to Hyperlink all Table Values to Question slides, then CHECK!
27. Continue Hyperlinking all Table Values to Question slides, then Check! Essential!
28. Next go to each of the Question Slides and enter a New Bullet below the question!
29. The New Bullet below question is Answer! We will link Answer to next slide!
30. After all the question slides have the second bullet (Answer)! You know! Check!
31. Now position cursor on the first Question slide and highlight the word Answer!
32. At top click Slide Show, click Action Settings and in Action Settings dialog box
33. Check in front of Hyperlink to: then use the drop down arrow to scroll to slide...
34. At Slide Title dialog box, click slide title ( Answer slide to First category/value ).
35. Once correct title is selected, click OK in Hyperlink to box & Action Settings box.
36. Repeat this method to Hyperlink all Table Values to Question slides, then CHECK!
37. Continue Hyperlinking all Question slides to all the Answer Slides then Check! Yes!
38. Next we will link all the Answer slide to the Table of Categories (or) Main Menu!
39. Now go to each of the Answer Slides and enter a New Bullet called: Main Menu
40. Note: Each Answer slide has the Question, then Answer, then Main Menu

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## Directions to create an Interactive Jeopardy PowerPoint! Pg 3

41. After all the Answer Slides have a second bullet called: Main Menu
42. Go to the first Answer Slide and highlight the second bullet Main Menu
43. At top, click Slide Show then Action Settings and in Action Settings dialog box
44. Check in front of Hyperlink to: then use the drop down arrow to scroll to slide...
45. At Slide Title dialog box, click slide title: ( Title to the Jeopardy PowerPoint ).
46. Once Title to PP is selected, click OK in Hyperlink to box & Action Settings box.
47. Repeat this method to Hyperlink all Question Slides ( Main Menu ), then CHECK!
48. At this point, it is very important to have All the Slides in order and correct ! Yes!
49. So go to Sorter view and double check all question & question/answer slides!
50. Go to the Table of Categories (or) Main Menu and try it out...
51. Oops... Let's Save the PP again... Maybe even save it with an X on the name...
52. The X will give us an extra PP just in case anything really messes things up...
53. After all the Values have been checked and the Answers and the Main Menus...
54. Now go to sorter view and decide on a design background for all the slides...
55. Also, you might want to include some slide or transition effects which are neat...
56. Finally, you might even want to include some sound effects which are also cool...
57. Make sure you save the PP as the original name and save it as the X value for backup!
58. There are many different ways to do this Jeopardy PP but this is a simple one...
59. After you have done one, maybe you will try another with a little more razzle dazzle!
60. Good Luck and Happy Interactive Jeopardy PowerPoint Presentations....