

(Create Interactive Jeopardy PP with directions or Modify the provided example!)

<http://www.itws.org/TechnologyTerminologyJeopardyABC.ppt>

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 Title/Value **then** the **answer to a question**.
8. Now to be efficient, At the top, Click Insert => Duplicate Slide
9. Edit the Title/Value **and** **enter an appropriate question!** Answers then Questions!
10. Continue creating duplicate slides until all category values have been created.
11. Now, repeat this easy method to create all of the answer slides, **then CHECK!**
12. Next to again be efficient, position cursor after **first answer slide!**
13. At the top, click Insert => Duplicate Slide which will contain the **Answer & Question**.
14. Enter the **question just below the answer** on the duplicate category/value slide
15. Repeat this easy method to create all the answer/ question 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 answers **&** answer/ question 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 Answer 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**
MSO 2007: Click Insert **then** Actions **then** Action Settings Dialog Box appears!
 22. At the Slide Show menu, click **Action Settings** and in the Action Settings dialog box.
 23. **Check Mark 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 method to Hyperlink all Table Values to **Answer** slides linked to **Tof C**, **then CHECK!**
 27. Continue Hyper-linking all Table Values to **Answer** slides, **and then Check! It is Essential!**
 28. Next go to each of the Answer Slides and enter a **New Bullet (Question)** below the answer!
 29. The **New Bullet below answer** goes to the **question slide!** Link Answer slide to next slide!
 30. After all the **answer slides** have the second bullet (**Question**)! **You know it! Check!**
 31. Now position cursor on the first **Answer** slide **and** highlight the word **Question** below answer!
 32. At top click Slide Show, Click Action Settings **and** in Action Settings dialog box
 33. **Check Mark 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/Question 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 Answer slides to Answer/Question slides, **then CHECK!**
 37. Continue Hyper-linking all Answer slides to all the Answer/Question Slides **then Check! Yes!**
 38. Next we will link all **Answer/Question slides to the Table of Categories** (or) **Main Menu!**
 39. Now go to each of the **Answer/Question Slides** and enter a New Bullet called: **Main Menu**
 40. Note: Each **Answer/Question** slide has both A/Q and now it a bullet called **Main Menu!**
- At this point, **it is a good idea to save the PP**, if you have not already done so! ☺

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41. After all the Answer/Question Slides have a **second bullet** called: **Main Menu**
42. Go to the first Answer/Question Slide and **highlight the bullet** called: **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 until all Answer/Question Slides are linked to (Main Menu), **then CHECK!**
48. At this point, it is very important to have All the Slides in order and correct! **Check!**
49. So go to Sorter view and double check all Answer **&** Answer/Question slides!
50. Go to the Table of Categories (or) Main Menu and try out Your new Jeopardy...
51. **Oops... Let's Save the PP again...** Maybe save it a second time with an X on name...
52. The X will give us an extra PP **just in case** anything really messes everything 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 very cool...
57. Make sure you **save the PP as the original name** and save it again with an X 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....