

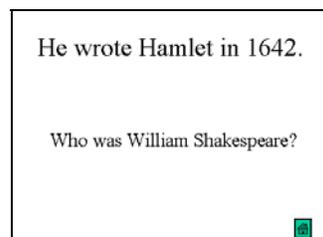
Jeopardy

- Open PowerPoint
- Open a Blank Presentation
- Open a blank slide
- Click on the insert table button ()
- Create a table that is 5 columns x 6 rows
- Across the first row, type in your topics
- Down the first column, under your first topic, type the numbers 100 to 500
- Highlight the numbers
- Click the Copy button
- Move your cursor to the cell under the second topic and click the Paste button
- Move the cursor to the next column and do the same
- Format the page the way you would like—fonts, sizes, colors, etc.

Nouns	Verbs	Adjectives	Pronouns	Articles
100				
200				
300				
400				
500				

We are not quite done with the first page but we'll come back to it later. First save the PowerPoint presentation. And then we'll start a second page.

- Click on Insert from the menu bar and click New Slide
- Chose blank slide again
- Click on Insert from the menu bar and click text box
- Create a text box by clicking in the upper left hand corner of the page and holding down the mouse button drag down and to the right. Let go of the mouse button and there should be a box with a flashing cursor, in which you can type your first question (answer)
- Create a second text box and type in the answer (question)
- Click Slide Show from the menu bar, click the Action Button and click on the button that looks like a house.
- Now drag you mouse on the screen and you should see a +. Like you created a text box, click, drag and release.
- You should now have a page that looks something like this:



- Click on slide show, custom animation
- Click on the text 2, make sure a check mark appears in the box to the left
- Click on the Order and Timing tab
- Make sure on *mouse click* is selected—unless you want to choose a time.
- Click on Effects and choose an effect.

You are now done with the second slide.

Click on Insert from the menu bar and click *Duplicate Slide*. Do this three more times. When you are finished you should have five identical slides and the first page. To look at these click the slider sorter view  in the lower left.

Double click the first duplicate slide. Edit the question and the answer. Move to the next slide and do the same until all four duplicates are no longer duplicates.

Now we are ready for the fun stuff.

- Go to the first slide. Highlight the first *100*.
- Click on Insert from the menu bar, click on Hyperlink
- Click on Place in this document
- Select Slide 2
- Highlight 200, click Insert, click hyperlink, and Slide 3
- Continue until you have hyperlinked all five slides

Try it out...run the slide show.

Edit the hyperlink colors...click Format, click slide color scheme. Click the custom tab. Double click the color next to accent and hyperlink. Choose a before color and click OK. Double click the color next to the accent and followed hyperlink. Choose a different color—should be something close to your background color.

Now finish your question and answer slides...by selecting the last slide and making five duplicates, changing the questions & answers and hyperlinking them from the first slide.

Continue until you are done!