Instructions for the Jeopardy through PowerPoint Template

The University of Michigan Language Resource Center

Students enjoy the challenge and excitement a game provides. Jeopardy through PowerPoint is one way to capitalize on this excitement. This simple-to-adapt template enables the instructor to quickly prepare challenging and enjoyable review materials or provide a venue for students to synthesize what they know.

A typical Jeopardy prompt and response template in PowerPoint is composed of 54 slides, which have six different layouts. Layouts include the one Title slide, one Categories Slide, 25 Prompt slides, 25 Response slides, a Daily Double slide, and the End of the Game slide.

What do you need to play the game?

1. Your completed presentation (saved on a zip disk or a CD)
2. Computer and projection
3. Some means of selecting the group to start the game -- the highest card from a deck of playing cards, dice, etc.
4. Something for the groups to use to show they have an answer-- a bell, blocks to clap together, etc.
5. Something to tally scores on -- people will want to know who is winning! (or maybe someone is designated as scorekeeper)
6. Prizes!! *(Yes, your students will expect to win something!)* candy, a free homework pass, etc.
A few notes on text are useful at this point.

- Size is very important - 28 pt. or higher.
- Watch your color choices - remember your audience needs to be able to read what you write. Someone who is colorblind may not differentiate between red and green, for example.
- The amount of text on a slide can be overwhelming so be as brief as possible.
- *Italics* can be hard to perceive, so use sparingly.
- Be consistent with size and type.

If your text box is bordered by diagonal lines

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it means that element is selected, and interior work on it is possible. This is similar to typing in a word processor.

If you click on the border of the box you will note the border changes to a dotted pattern.

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This pattern indicates global work on the **entire** text box is possible. This might include making all the text bold, or changing the point size of all of the text.
THE CATEGORIES SLIDE

Slide 2 is the **Categories** slide. This is the most frequently used slide as it contains the hyperlinks to each **Prompt** (the way you can jump around from slide to slide), and is the return designation hyperlink for all **Response** slides. The **Categories** slide also links to the **End of the Game** slide.

Each **Theme** header must be customized. Highlight the **Theme #x** and then type your category header in its place. This is the only entry you will make on this slide.

Each number links to the prompt for that particular section. **You should not change or alter the number links.**

When playing the game, you click on the number selected by the contestants, for example Theme 1 for 100.

Template location of hyperlink to **Daily Double** slide. To change the location of the link, see Page 6, instructions for the **Daily Double** slide.

Clicking on this icon takes you to the **End of the Game** slide.
Slides 3-52 are the **Prompt** and **Response** slides. These slides contain the individual questions and answers by which students earn the points.

Each **Prompt** and **Response** item must be customized. Highlight the *Theme #x Prompt or Response* item and then type your category header in its place. Then in the prompt and response boxes, highlight the *Type in ...* text item and then type your prompt and response in its place.

In authoring or editing mode, you will notice the following linear progression in the template:
- Theme 1 - Slides 3-12
- Theme 2 - Slides 13-22
- Theme 3 - Slides 23-32
- Theme 4 - Slides 33-42
- Theme 5 - Slides 43-52

As on all other slides, clicking on the **Categories** hyperlink will return you to the **Categories** slide.

In presentation mode, clicking on the question icon (a hyperlink) will advance you to the response for the prompt. The hyperlinks are part of the template and do not require any editing.
The Daily Double Slide

The **Daily Double** is a special prompt, and is usually more difficult to respond to. In the template, the **Daily Double** is linked from the **Theme 2 for 400** category location. No editing is necessary on this slide, unless you wish to change the location of the hyperlink (see page 6).

In presentation mode, clicking on the question icon (a hyperlink) will advance you to the prompt for the **Daily Double**. The hyperlink pre-exists and does not require editing.

**Changing the location of the Daily Double hyperlink from the **Theme 2 for 400** category location to another location**

In this three step process you must first delete the link to the Daily Double from the Categories slide Theme 2 for 400. Then establish the link at the new location on the Category slide (for example, Theme 2 for 200). Lastly, establish the link from the Daily Double to the appropriate prompt.
Step One Re-Setting the Daily Double Link back to the normal link

1. Go to the Categories slide. (slide #2).
2. Single click on the Theme 2 for 400 item.
3. On the keyboard hit
   for PC users-- CTRL + K  OR for Mac users -- the apple key + K
   A dialogue box called Edit Hyperlink will pop up.
4. Click on the "Place in this document" option if it is not already highlighted.
5. Scroll up in the dialogue box a bit until you see Theme 2 Prompt 400, and click on that slide. Click OK. That dialogue box will close.

The hyperlink setting has now been changed from the Daily Double to the Theme 2 400 Prompt and no Daily Double link is set from the Category slide.

Step Two: Setting the New Daily Double Link

1. While still on the Categories Slide, click on the Theme category amount for the new Daily Double Link. Repeat Steps 3 and 4 above.
2. A Hyperlink to Slide dialogue box will pop up showing all of the slides in the presentation. Scroll down in that dialogue box a bit until you see Slide 54, and click on that slide. Click OK. That dialogue box will close. The new location for the hyperlink to the Daily Double slide has now been set.
Step Three: Setting the Link From the Daily Double to the New Prompt Location

1. Go to the **Daily Double** Slide (Slide 54)
2. Single click on the question mark button in the bottom right hand corner of the screen.
3. On the keyboard hit for PC users -- CTRL + K OR for Mac users -- the apple key + K
   A dialogue box called Action Settings will pop up.
4. Click on the arrows next to the Hyperlink to drop down menu.
5. A dialogue box will appear with many options. Choose Slide.
6. A Hyperlink to Slide dialogue box will appear. Select the Category Prompt you want the Daily Double to link to.
7. The new link has now been set, and the Daily Double slide will appear when that Category Value is selected.
8. Test your new links by running the slide show.
The End of the Game Slide

The *End of the Game* slide is the spot to draw any conclusions, wish students luck, and bring closure to the activity. It is linked from the *Categories* slide hyperlink in the bottom right-hand corner.

Clicking on this icon takes you to the end of the game.

This text must be customized. Highlight the *Put some closing remarks here* and then type your message in its place. This is the only entry you will make on this slide.
To Run The Game

Either select SLIDE SHOW under the VIEW menu, or use the screen icon found in the bottom left quadrant of your screen.

Remember, PowerPoint is linear. That means when you run the show if you just click on the mouse, it will advance slide by slide. In this game, you want to advance by hyperlinks, so it is very important that you click on the Category Values or the hyperlinks ONLY. Practice a few times first!

Shortcuts with the Text

The Theme information repeats 11 times, once on the Categories slide, and then again for each Prompt and Response slide. You can shortcut entering this text multiple times by using the Replace command under the Edit menu.

Go to the Edit menu. Select Replace (near the bottom of the menu). Type Theme # in the Find what: box. Type your category title in the Replace with: box. Select Replace All.
Using Images

You can use images as the prompt stimulus or response. First, prepare your images by digitizing them as pict (.pct extension), gif or jpg files. To insert them into your presentation:

To include an image, or picture select INSERT--Picture--From File from the PowerPoint menu. Locate the image desired from the file you placed it in and double click on it. It will appear on the slide.

To adjust size without regard to proportion click on the horizontal or vertical centered handles.

To adjust size and maintain proportion hold down the shift key, click on a corner handle and drag while holding down your click to the desired size.