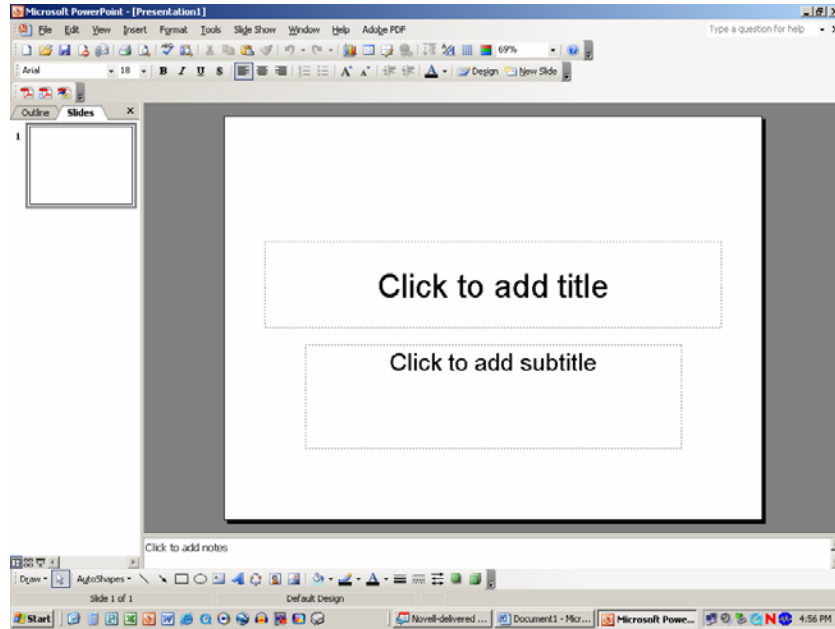
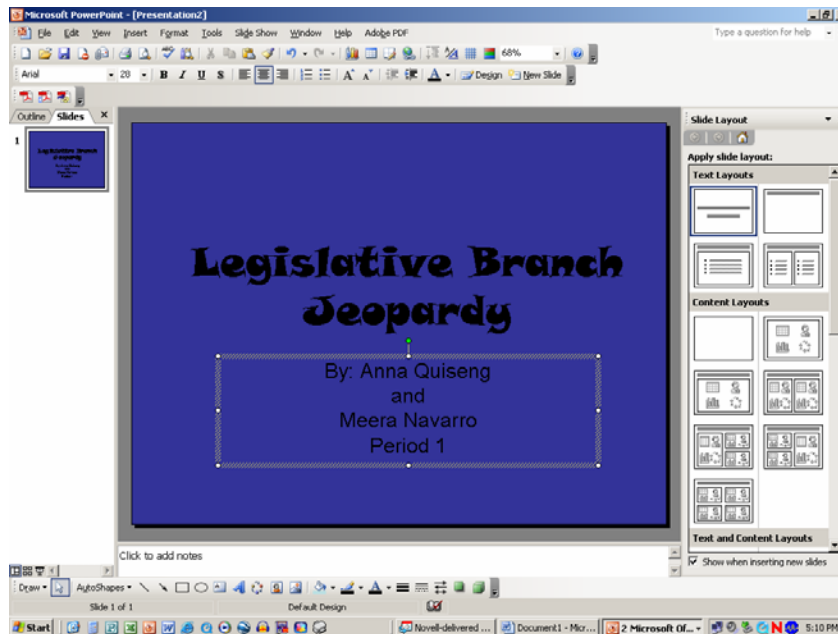


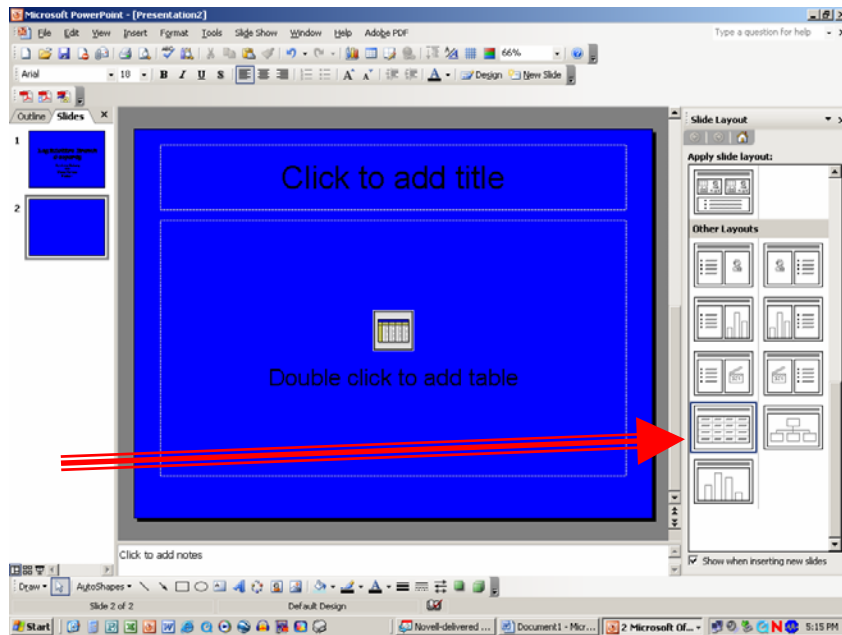
1. Let's begin! Click on PowerPoint to get your project started.



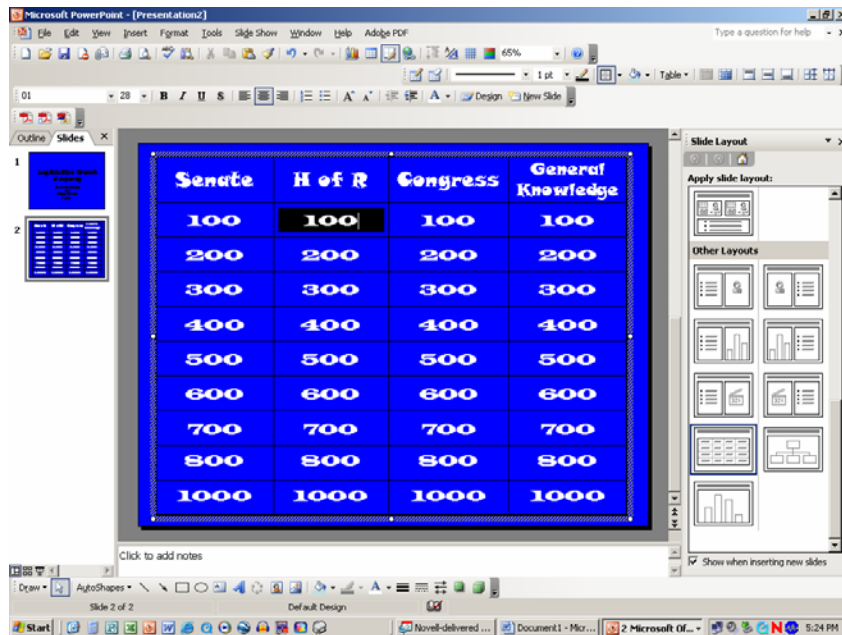
2. Title your slide so that your project will be identified when you turn it in. You can change the colors and add cool effects. Just make sure that you have your game title, your name and your class period.



3. Select the format that you want for your game. Since I am doing Jeopardy, I am going to use a grid. I will select a new slide, and then click on the grid to format my presentation. I will need to add as many spaces necessary for my game.

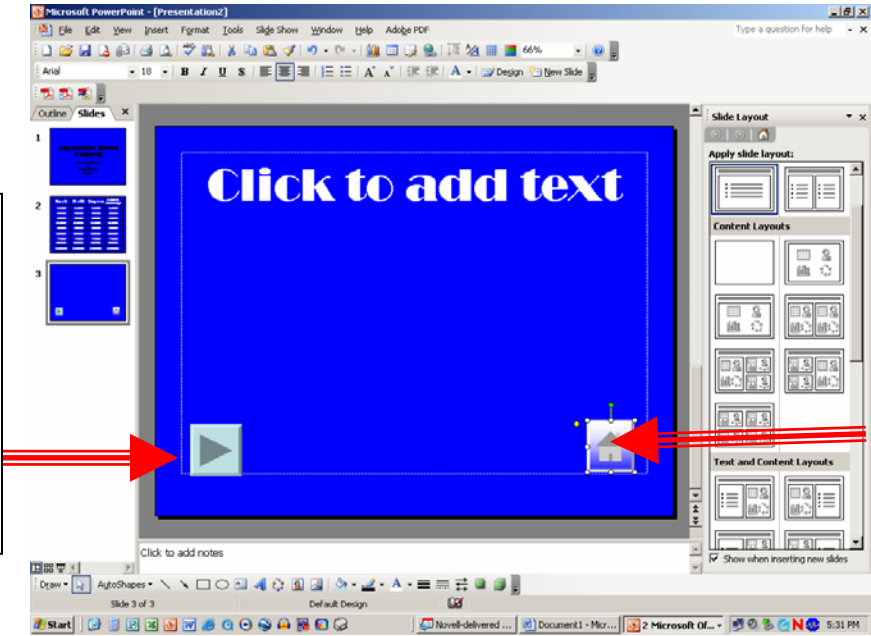


4. Once you have laid out the game table you will need to come up with your categories and your designated points. You will later hyperlink these numbers to your designated questions and answers.



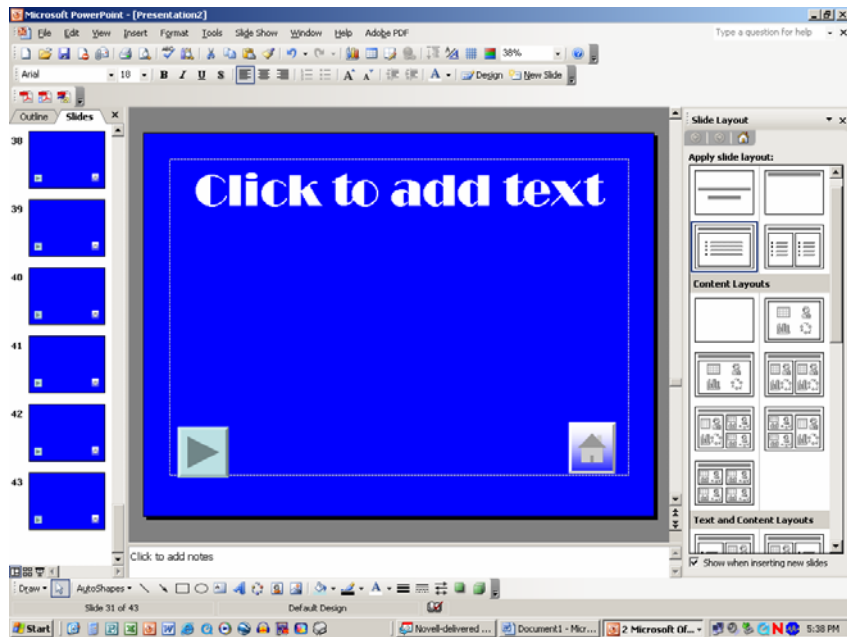
5. Next set the pattern for the rest of your questions slides so that you can duplicate them easily. You will need to hyperlink the home button to always return to the grid screen and you will need to set the forward button to display the answer. You can access these buttons by clicking on the Slide Show Menu at the top. Find Action Buttons and insert.

This is your forward button. Right click to get to the action settings menu. Then make sure that it will always go to the next slide.

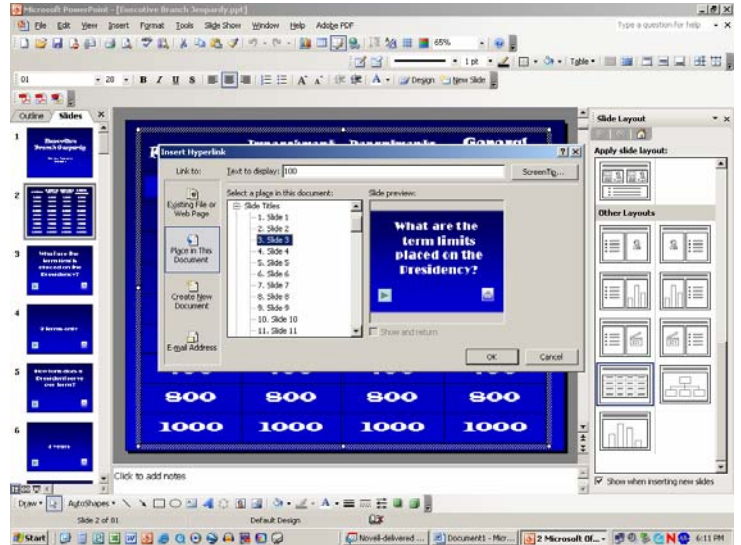
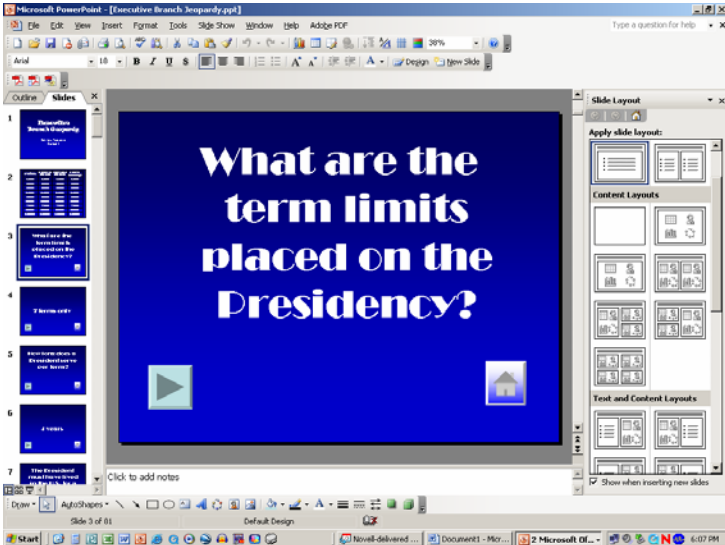


This is your home button. Right click to get the action settings menu. Make sure that it always returns to the home, or grid slide.

6. To duplicate your slides, go to the Insert Menu on the top and then click Duplicate Slide. This will duplicate the slide that you just made. This planning will save you more time in the long run.* Caution: make sure that you have everything the way that you want before you duplicate or else you will get lost in time* Since I have 40 questions and 40 answers I will need 80 slides for my questions. When I am done I should have 82 total slides (1 for the title, and 1 for the grid).



7. You should organize your cards so that you are able to easily organize your questions for Jeopardy. Put them into their categories and in the specific order that you want them to appear. When that is finished, just start typing them in. When you are finished typing in the questions then you can hyperlink them into the grid so that your game will be complete!



8. To hyperlink your questions you need to go to grid slide and highlight one of the point totals at a time. Then you will go to the Insert Menu at the top to hyperlink. Select to place the link in this document. A menu will follow showing all of your slides. Then you will just need to connect the desired slide to the number and the answer will automatically follow since the forward button already automatically goes to the next slide where the answer is!

* Note: You can only test out your hyperlinks when you are in the slide show mode.

President	Impeachment and Staff	Departments and Duties	General Knowledge
100	100	100	100
200	200	200	200
300	300	300	300
400	400	400	400
500	500	500	500
600	600	600	600
700	700	700	700
800	800	800	800
900	900	900	900
1000	1000	1000	1000

9. All of your action buttons will work when you are in the slide show mode. Make sure that you save your work! Now you are already to play!

