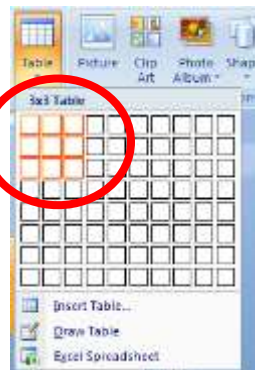


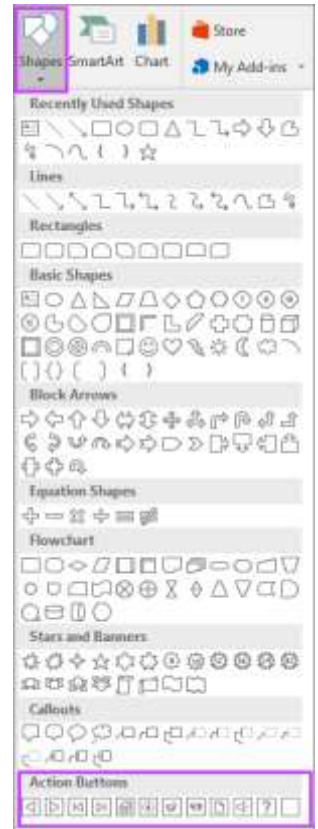
▶ USING ACTION BUTTONS

Use action buttons to launch an action in your presentation. You can move to another slide, go back to the homepage, or play a video clip. Pick an action button from the Shapes gallery, and then assign an action to occur when you click your mouse or when someone moves their mouse over the button.

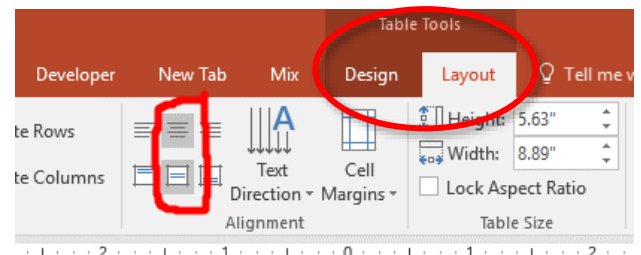
1. Create blank slides in PowerPoint (as many as you need).
2. To create a Jeopardy-type game board you need to create a table.
3. INSERT > TABLE; Choose the dimension you need by highlighting rows/columns



4. Use the SHADING, BORDERS & EFFECTS tools to customize your table.
Grab the handles to stretch it to fill the slide.

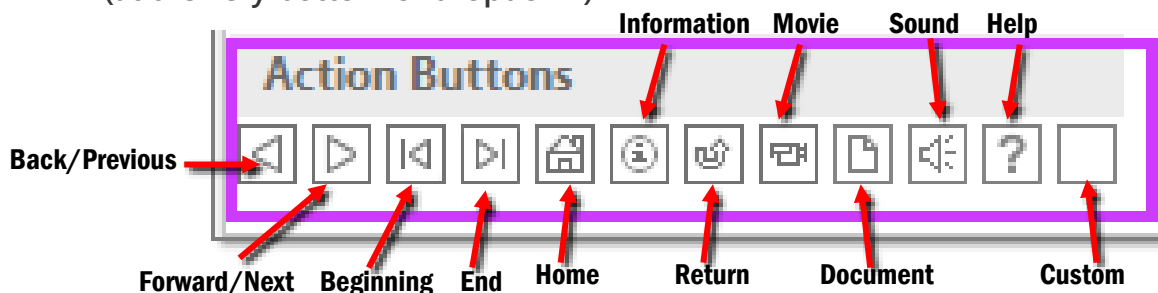


5. Click an insertion point to add text to each cell; select all of the text to customize typefaces: Use TABLE TOOLS > LAYOUT to center the text in the middle of the cell; change typeface using the HOME tab.

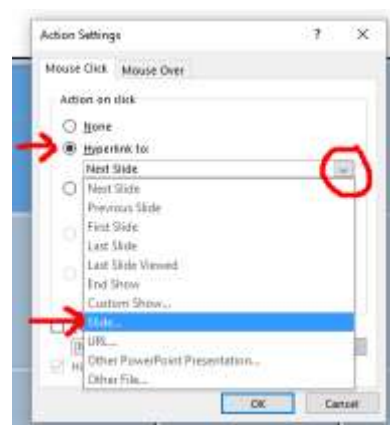


\$100	\$100	\$100	\$100
\$200	\$200	\$200	\$200
\$300	\$300	\$300	\$300

6. Next click on INSERT > SHAPES > ACTION BUTTONS
(at the very bottom of dropdown)



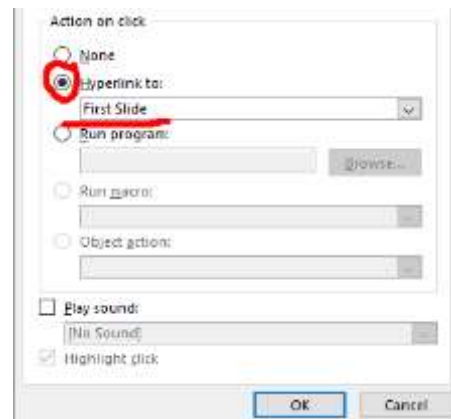
7. Choose the CUSTOM button and draw a square over one of your cells on the Jeopardy table.
Choose HYPERLINK TO: and then use the drop-down to choose the Slide where the question for that cell is.
(i.e., a \$100 cell links to an easier question). Click OK.



8. Draw a HOME action button on the bottom of the slide, so that your viewer can get back to the Jeopardy table. INSERT > SHAPES > HOME




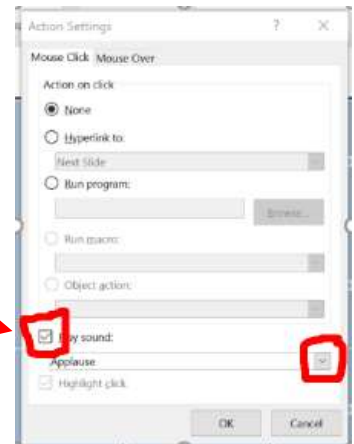
9. Hyperlink to the FIRST SLIDE (Home slide)
(Action buttons can be customized by changing fill colors and outlines width & colors.)



10. Continue adding CUSTOM action buttons to the Jeopardy table slide to hyperlink to new questions. Remember to add HOME action buttons on all of the Q & A slides so that the person playing your game can get back to the first slide.

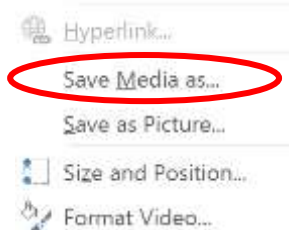
▶ ADDING MOVIE or AUDIO Action buttons


1. To add music or a sound, choose INSERT > SHAPES;  choose the Audio action button; when the menu appears choose the PLAY SOUND option and then in the drop-down choose either a sound or scroll to the bottom and choose OTHER SOUND and choose an audio file from your computer.



2. To add a movie file, you must first have a movie file saved on your computer. Use the INSERT > SCREEN RECORDING command in PowerPoint to grab some video from the internet (turn the audio up to capture the sound).

3. Once the video file is on your slide, right-mouse click on the video file and choose SAVE MEDIA AS... and save your file on your cloud drive.



4. To attach the movie file to the action button, choose INSERT > SHAPES > MOVIE 

5. In the menu, choose RUN PROGRAM and choose BROWSE and locate the Movie (Media) file you just saved. Choose OK.

