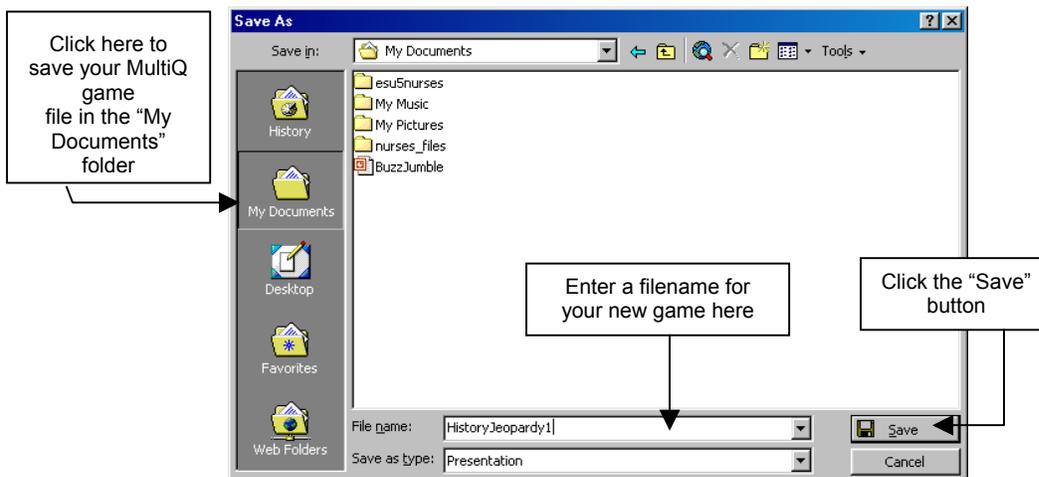




### Getting Started

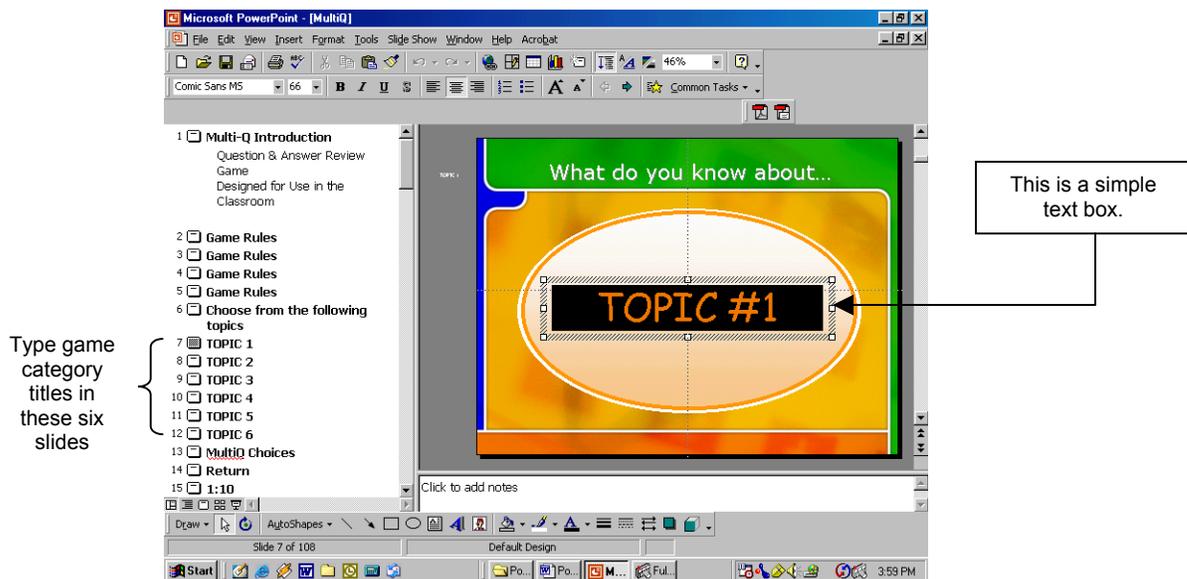
These directions assume that you are starting this process from the Tech-Connected Teacher web page titled *POWERPOINT IN THE CLASSROOM*. ([www.esu5.org/techteacher/powerpoint.htm](http://www.esu5.org/techteacher/powerpoint.htm)) Scroll down the page until you find the title "Multi-Q: A Question & Answer Review Game Designed for Use in the Classroom."

- Click the link "Download a blank game template (PowerPoint 2000)"
- A blank version of the Multi-Q game will open in PowerPoint
- From the menu bar at the top of your screen, click **File** → **Save As**
- The **Save As** dialogue box appears:



### Naming Your Game Categories

Type the titles of your game categories in Slides 7-12.



6. Slide 13 is the Multi-Q Game Board. You will need to type in your category titles once more at the top of the board.

The game board itself is simply a table. To change the topic headings in the orange row, just highlight the text in each cell, and type in your own topic headings .

Slide 13 is the Multi-Q Game Board.

Be sure to change each category at the top of the Game Board to reflect the titles for your game!

TOPIC 1	TOPIC 2	TOPIC 3	TOPIC 4	TOPIC 5	TOPIC 6
<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>
<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>
<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>

## How Questions & Answers Are Organized

Before you start to type in questions and answers, it is very important that you understand how this PowerPoint presentation is organized. It is NOT a linear presentation!

In the illustration above, notice that each point amount on the Game Board is underlined. That means that each of those numbers is actually a hyperlink. When you click that hyperlink in Slide Show view, you automatically jump to another slide in the presentation that contains the question for that category/amount.

### For example:

If you click the 40-point question in Category 1, you will automatically jump to Slide 24. When Slide 24 appears on the screen, you will see the 40-point question for Category 1.

So how do you know that you jumped to Slide 24?! Look at the illustration at the top of this page:

- On the left-hand side of the figure above, you see that Slide 24 is labeled "1:40." The "1" indicates Category 1, and the "40" indicates how much the question is worth.
- The next slide (#25) contains the answer to 40-point question in Category 1. Slide 25 is labeled "1:40 Answer."
- Slide 25 also contains an automatic hyperlink that returns the player to the Game Board. (# 13)

When the player returns to the Game Board, another question can be chosen, and the process repeats itself.

## Entering Questions

As you are entering the questions for your game, **it is very important that you correctly match up the category & points for each question with the label on the slide!** You can find the slide labels on the left-hand side of the screen. (Refer to the illustration on p.2.)

### Example:

If you are typing in the 20-point question for Category 3, select the slide with the label **3:20**. For the 50-point question in Category 2, select the slide labeled **2:50**.

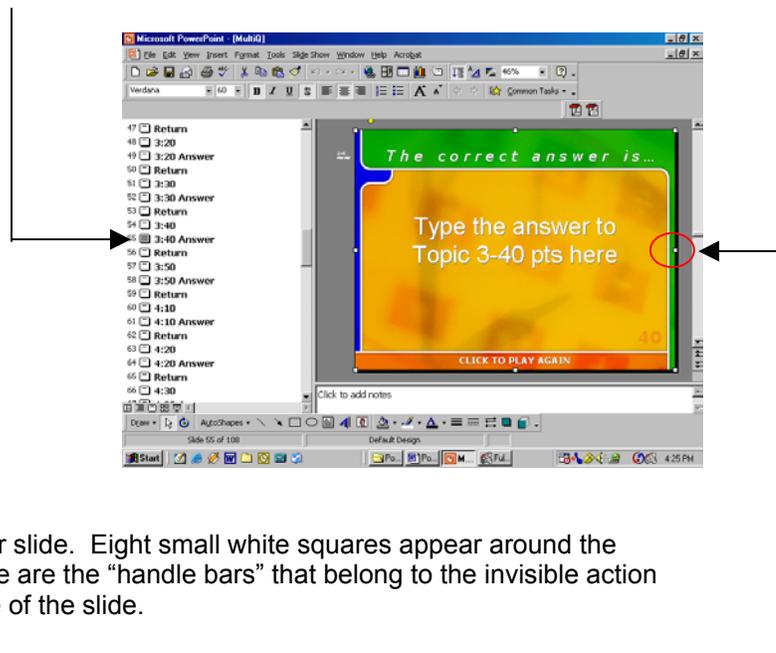
### Hint:

Keep your questions as concise as possible. The shorter the question, the more readable it will be on the screen.

## Entering Answers

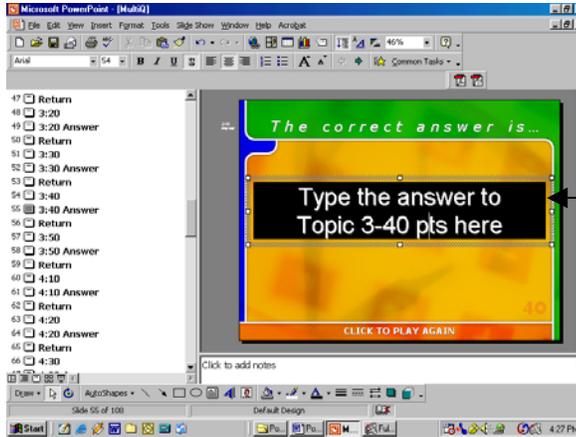
All “answer” slides are covered by an invisible action button that allows the teacher to return to the Game Board (#13) by simply clicking anywhere on the screen. Think of this action button as a piece of clear plastic wrap stretched over entire surface of the answer slide. You must take the plastic wrap at least part way off in order to get to what’s underneath it. Follow these steps:

1. Be sure that you are typing your answer on the correct slide. Check the slide label! If you are typing the answer to the 40-point question in Category 3, you should be working on the slide with the label **3:40 Answer**.



2. Click anywhere on the answer slide. Eight small white squares appear around the perimeter of your slide. These are the “handle bars” that belong to the invisible action button that covers the surface of the slide.
3. Click-and-hold the handle bar in the middle of the right-hand side of the slide. Drag the handle bar approximately 2/3 of the way back across the slide. Release the mouse button. (This is equivalent to peeling back the clear plastic wrap from the surface of the slide.)

4.



Click inside this textbox to select it, and then type the answer to the question.

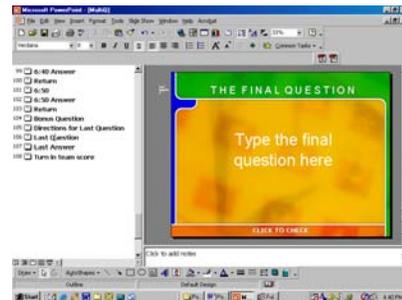
**IT IS VERY IMPORTANT THAT YOU “REPLACE THE PLASTIC WRAP” BEFORE LEAVING THIS SLIDE! IF YOU FORGET THIS STEP, YOU WILL NOT RETURN TO THE GAME BOARD FROM THIS ANSWER SLIDE.**

5. A. Move the cursor to the left-hand side of the screen.
- B. As the cursor moves over the invisible action button (“the plastic wrap”), it will turn into a four-sided arrow. Left-mouse-click to select the invisible action button.
- C. The white handle bars appear again.
- D. Click-and-hold the middle right handle bar and drag the “plastic wrap” back across the slide.
- E. Release the mouse button.

### THE FINAL QUESTION

Located in the bottom-right corner of the Game Board slide is a text box containing the words “FINAL QUESTION.” Clicking this text while in Slide Show View will take you directly to the Final Question of the game.

- Slide 105: Directions for the “Final Question” round
- Slide 106: Final Question
- Slide 107: “Final Question Answer”



## THE BONUS QUESTION

In the “blank” version of this Multi-Q game, the BONUS QUESTION is located in Category 5 for 40 points. You can move the Bonus Question to any other spot on the Game Board by following these directions:

1. On the Game Board (# 13), click the MultiQ square (cell) that you want to become the Bonus Question square. When you click inside the cell, it will be highlighted.



**Note:**

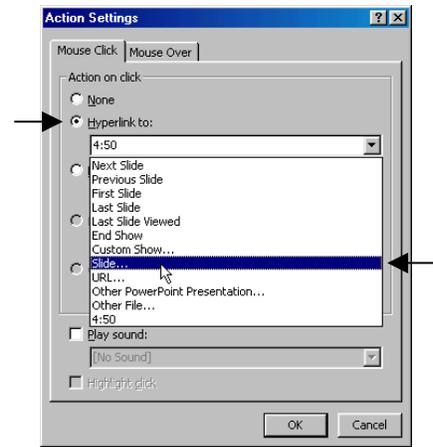
It may be difficult to see that it is highlighted, but the area in the center of the cell will be a brighter, lighter blue than the rest of the cell.

2. Place your cursor at the beginning of the underlined number in the selected cell. Hold down the left mouse key and drag it across the underlined number.



3. On the menu bar at the top of your screen, click **Slide Show → Action Settings**.
4. The Action Setting dialog box appears.

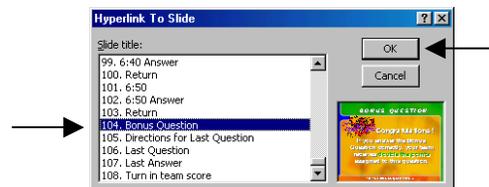
- A. Select “Hyperlink To”, and then click the down arrow in the white bar below.
- B. A drop-down menu appears. Click “Slide...”



5. The “Hyperlink to Slide” dialog box appears.

Scroll down the list of slides.

Select the Bonus Question slide (#104), and then click OK.



- The Action Settings box appears again. Click OK to confirm your choice.

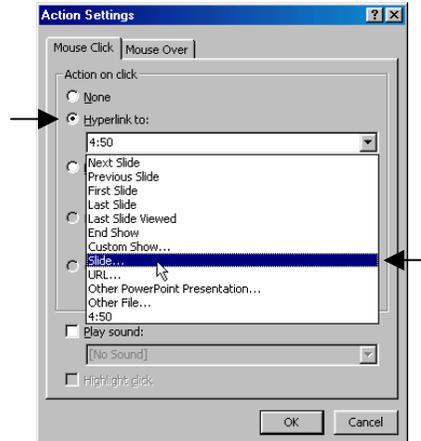


If you were to stop at this point in the process, and were to click the cell you selected in Step 1 in Slide Show view, you will automatically jump to the Bonus Question slide (#104). There is no question listed on the Bonus Question slide – it is just a little splash screen to let the player know he/she has the opportunity to double his money.

Now you have to change the built-in hyperlink so that clicking on the Bonus Question slide takes you to the question YOU selected, instead of to the question that was built into the blank game.

- Select the Bonus Question slide (#104), and click once anywhere on the slide.
- White handles appear around the perimeter of the invisible action button that covers the surface of this slide.
- On the menu bar at the top of your screen, click **Slide Show → Action Settings**.

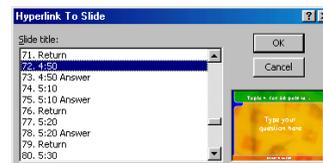
- The Action Settings dialog box appears. Select “Hyperlink to”, and then click on the down arrow in the white bar below.
- A drop-down menu appears. Select “Slide...”



- The “Hyperlink to Slide” box appears. Click the slide that contains the question you have selected to be the Bonus Question, and then click OK.

**Example:**

*If you have decided that the question in Category 4 for 50 points will be the Bonus Question, you must select the slide labeled 4:50.*



- The Action Settings box appears again. Click OK to confirm your choices.