

# Part I: Setting up Cards

**Step 1:** Open up Microsoft PowerPoint and create a blank presentation. Insert 8 blank slides. (Ctrl+ M)

## Step 2: Create Title Card (Card #1)

Include on Title Card:

Title of your Quiz  
Your Name  
Text that reads: “Click here to Begin”  
Any graphics that match

## Step 3: Create Question Cards (Cards #2-6)

Include on Question Card:

- Questions and Multiple-choice answers
- **Autoshape** “Stars” Next to Multiple Choice Answers



## Step 4: Create “Winner Card” (Card #7)

Include on “Winner Card”:

- Text: “Way to Go!”
- Text: “Click here to play again!”
- Any graphics that match

## Step 5: Create “Please Try Again Card” (Card #8)

Include on “Please Try Again Card”:

Text: “Please Try Again!”  
Any graphics that Match

## **Part II: Creating Hyperlink Actions**

Now that you have your cards all set up, it's time to create Hyperlinks!

### **Step 1: Title Card**

#### **Instructions:**

- On Title Card: Highlight the text "Click here to begin!"
- Right click on the highlighted text and select "Hyperlink"
- Click in the left menu and select **link to a place in this document:**
- Select "Next Slide"(this will link the words to your first question card)
- Hit Ok when finished

### **Step 2: Question Cards**

#### **Instructions:**

- Select the star next to the correct question
- Right click on the highlighted text and select "Hyperlink"
- Click in the left menu and select **link to a place in this document:**
- Select "Next Slide" (this will link the star to the next set of questions)
- Hit Ok when finished

#### **Next.....**

- Select the star next to a wrong answer
- Right click on the highlighted text and select "Hyperlink"
- Click in the left menu and select **link to a place in this document:**
- Select "Last Slide" (this will link the star to the "Please Try Again Card")
- Hit Ok when finished

#### **Repeat for all question cards!**

### **Step 3: Winning Card**

#### **Instructions:**

- Highlight the text that reads "Play Again?"
- Right click on the highlighted text and select "Hyperlink"
- Click in the left menu and select **link to a place in this document:**
- Select "First Slide"
- Hit Ok when finished

### **Step 4: Please Try Again Card**

#### **Instructions:**

- Highlight the text that reads "Please Try Again!"
- Right click on the highlighted text and select "Hyperlink"
- Click in the left menu and select **link to a place in this document:**
- Select "**First Slide**" (this will link the text back to the start of the game)
- Hit Ok when finished