

Creating a PowerPoint Game Board

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Using PowerPoint is an inexpensive way to engage a multi-generational group in the classroom, while rounding on the unit, or with a learning cart. Games created with this software are easily changed when content needs to be updated. Here are the step-by step instructions for creating a quiz board.

Determine Game Content First:

Before you create your game board, develop at least 12 questions, answer options, and the correct answers for your chosen topic. You will enter these as PowerPoint slides later.

Creating the Quiz Board:

Open PowerPoint and select “new” to open a blank presentation. Create a title slide first such as “OSHA Trivia”. The second slide should have a title like “Quiz Board” or “Test Your Knowledge”. Insert a table into the body of this slide that has boxes that matches the number of questions that you developed earlier. To do this, select “Insert” in the tool bar, then click on “Table”. Enter the correct number of rows and columns based on the number of questions. Then click “OK”. Place a number in the center of each box. These numbers will be hyperlinked later to other slides in your presentation.

OSHA Trivia Quiz Board

1	2	3	4
5	6	7	8
9	10	11	12

Entering Content / Questions:

Enter question 1 on the slide # 3 and the question and answer with rationale on slide # 4. Continue adding slides in this manner until all questions have been entered. Add an information slide as the last slide that includes who to contact for questions or issues.

Adding the Hyperlinks:

It is now time to hyperlink your quiz board with the appropriate slide. This will allow you to click on a number and go directly to the question slide corresponding to that number. Hold your left mouse button down, highlight the number of the question you are linking to a slide and then select “Insert” in your tool bar and then select “hyperlink”. This will open a slide that allows you to select a question number that will be linked with the quiz board. When this slide appears, select “Place in this document” in the left of the window. Highlight the correct slide number with the question that corresponds to the number on the quiz board and the actual slide is displayed in the window to the right. Then select OK. The hyperlink is successful if an underline appears under the selected number on the quiz board.



Add Action Buttons:

Actions buttons are small icons or pictures you choose to navigate through the program. They work much the same way as hyperlinks only in graphic pictures. You should choose simple pictures such as a house for Home to return to the Quiz Board and a stop sign to end or exit the presentation. You can add an information button to direct learners to a slide that contains contact

information in the event that they have difficulties with the presentation. To insert the icons on the master slide, go to “View” on the tool bar, select “Master” and then “Slide Master”. Then select “Insert”, then “Picture.” Select an appropriate picture from clip art. You can resize them and place them at a consistent location on each slide on the master slide, so they will appear on every slide in the presentation. You will then hyperlink each icon to the quiz board slide or the information slide. Hyperlink the “end” icon or stop sign to the title slide or to the last slide that includes a thank you statement. To do this, you highlight the picture and click the right mouse key. Select “Hyperlink” and then select the appropriate slide that corresponds to each icon. Choose “OK”. The hyperlinks work when the presentation is in Slide Show mode only. Test the icons by clicking on the Slide Show icon in the bottom left of the PowerPoint window to play the presentation. Click on each icon to ensure that the proper slide has been selected.

Try Out Your Game:

1. Click on a number in the quiz board to go to an actual question.
2. Advance one slide to check your answer and get the rationale.
3. Click the home button to return to the quiz board and repeat.
4. Click the information button to view contact person.
5. Click the end/stop button to view the thank you slide or the title slide.

Using the Game:

Your finished game can be used in a classroom session to introduce content and conduct an assessment of learner’s knowledge or at the end of the program to review content. The game can also be as computer assisted instruction that the learner can complete independently. This learning strategy is also effective with on-the-go education with a traveling cart, a laptop computer, and small prizes for the educator to reinforce learning.

Further Information:

Mitzi Grey will send you a sample of quiz board presentation so you can just change the content to create your own game. Just send her an email request at mgrey@greyandco.com.