



# TRIVIA GAME INSTRUCTIONS

GRADE LEVEL 7-12

*“TAKE CHARGE OF YOUR FINANCES”*

Time to complete: varies

## INTRODUCTION

*Develop a trivia game, based on the design of Jeopardy<sup>®</sup>, using the Microsoft PowerPoint program.*

### General Instructions:

The first slide of the trivia game is the title slide. The next slide is the game board featuring categories and questions pertaining to the topic of the trivia game. To play the trivia game, participants choose a question and dollar amount. The game board is linked to the question and answer slides; the game host clicks on the chosen category and dollar amount and the corresponding slide will automatically open. However, like Jeopardy<sup>®</sup>, the first slide contains the answer and the participants must give the response in the form of a question. To open the slide containing the correct response, the game host clicks on the center graphic to open the linked question slide. The host then clicks on the center graphic to return to the game board. The dollar amount will change color on the game board to show the question has already been selected.

- ★ For example, a participant would choose the category dollar amount, “Checking accounts for \$100.” The host would read the answer, “A tool used to transfer funds deposited into the account to make a cash purchase.” To answer the question correctly and earn \$100, the participant would reply with the answer “What is a checking account?”

When all the questions from the game board have been answered, the game host selects the final trivia icon in the lower left corner of the game board slide. It will automatically open the final trivia title slide. Participants make a wager on the last question, the game host then clicks on the center graphic to reveal the final trivia answer slide. After the participants have recorded their answers, the game host clicks on the center graphic to reveal the final trivia question slide. Lesson plan 12.2 Language of the Stock Market Trivia Game is a working example of the following.

## BODY

### How to Create the Trivia Game:

*\*Note:* Refer to page 5 for a visual representation of the title, trivia game board, answer, and response slides.

Divide the material to be used for the game into content categories.

a. For example, a trivia game on cash management tools could be divided into five categories: checking account, savings account, money market deposit account, certificate of deposit, and savings bond.

Create a series of questions and answers for each category. Questions should be weighted according to level of difficulty. Easiest (\$100) to the hardest question (\$500).

Open the Microsoft PowerPoint program.



Determine the design for the title and game board.

- a. Choose a design template to add a background and color scheme to the presentation.
    1. Select format on the pull down menu, select slide design, and select a design template.
  - b. Complete the title slide (the default slide of the presentation). *Refer to diagram #1.*
    1. Type the title information in the designated text boxes.
  - c. Insert a new slide for the game board. *Refer to diagram #2.*
    1. Select insert on the pull down menu and select new slide. The default new slide is the 'title and text' option.
    2. Change the layout. Select format, select slide layout, and select 'title and content' option.
  - d. Type the title for the trivia game in the title bar.
  - e. In the middle of the slide, select the table icon.
    1. Select the number of columns and rows needed for the game board.
      - a. For example, 5 categories and 5 questions each is 5 columns and 6 rows.
  - f. In the top row of the table, add the category column headings.
  - g. Under each category, add the dollar amount for each answer.
  - h. Select the contents of the table by highlighting the entire table.
  - i. Right click and choose the format table or borders and fill option.
    1. On the borders tab, choose the border style. On the text box tab, choose the desired alignment for the table (middle & center recommended).  
Add the answer and response slides. *Refer to diagrams #3 and #4.*
      - a. Insert two slides for each dollar amount in order from \$100 to the decided amount for each **category**. The first slide will be the answer slide and the second slide will be the response slide.
        1. For example, the 3rd slide will have the title "Checking Accounts— \$100." Below the title, the **answer** will be given.
        2. The 4th slide will also be titled "Checking Accounts—\$100." Under the title, add the **response** to the previous slide's answer. The response should be in a question format.
        3. Slides 5 and 6 will be titled "Checking Accounts—\$200" and so on.
6. Create the final trivia slides.
- a. Insert three slides at the end of the answer and response slides.
    1. The first slide should be in title slide format.
      - a. Add the words "Final Trivia."
    2. The second and third slides should be in the same format as the previous questions and answers.
      - a. Type the answer to the second slide.
      - b. Type the response to the third slide.
7. Create a **hyperlink** from the dollar amount on the game board to each corresponding answer slide.
- a. On the **game board**, highlight the first \$100 amount (Checking Account—\$100) and hyperlink the dollar amount to the corresponding slide.
    1. There are two ways to hyperlink:
      - a. Choose the hyperlink icon (globe with a paperclip) from the toolbar.
      - b. Select hyperlink from the Insert pull down menu.
    - b. From the hyperlink dialog box, choose the "place in this document" option on the left side of the dialog box.



- c. Select the corresponding slide for the highlighted dollar amount stating the answer to the \$100 question.
  1. For example, the cell for the \$100 checking account question will be linked to slide 3. The cell for the \$200 checking account question will be linked to slide 5 and so on.
  - d. Perform this action for each dollar amount on the game board.
8. Insert a graphic to hyperlink each answer slide to the corresponding question slide.
  - a. Insert a graphic below the answer. *Refer to the yellow dollar bill on diagram #3.*

*\*Hint: There are two ways to prevent the PowerPoint program from automatically changing the layout of the slide when inserting a graphic or picture.*

  1. After inserting a graphic from clip art, use the undo button to reformat the slide without losing the picture.
  2. Select the tools pull down menu, select auto correct options, select the tab labeled auto format as you like, and un-select the automatic layout for inserted objects.
  - b. Click on the inserted graphic to hyperlink.
    1. There are three ways to hyperlink:
      - a. Choose the hyperlink icon (globe with a paperclip) from the toolbar.
      - b. Select hyperlink from the Insert pull down menu.
      - c. Right click on the graphic and select the hyperlink option.
  - c. From the hyperlink dialog box, choose the “place in this document” option on the left side of the dialog box and select the corresponding question slide.
    1. For example, slide 3’s graphic will be linked to slide 4 and so on.
  - d. Continue steps 6a—7c for each answer slide.

*\*Hint: Use a different graphic for each category.*
9. Insert a graphic to hyperlink each response slide to the game board.
  - a. Insert a graphic on the response slide below the response.
  - b. Click on the inserted graphic to hyperlink.
  - c. From the hyperlink dialog box, choose the “place in this document” option on the left side of the dialog box and select the game board slide.
  - d. Continue steps 7a.—7c. for each question slide.

*\*Hint: Use the same graphic for link to the game board.*
10. Insert a graphic to link each answer slide back to the game board.
 

*\*Hint: This enables the host to return to the game board without revealing the corresponding question if the wrong item is accidentally selected.*

  - a. Insert the **same** graphic, used in step 7 above, on the first answer slide.
    1. Place this graphic in the lower right or left hand corner of the slide.
  - b. Click on the inserted graphic to hyperlink.
  - c. From the hyperlink dialog box, choose the “place in this document” option on the left side of the dialog box and select the game board slide.
  - d. Continue steps 7a.—7c. for each answer slide.
11. Create the hyperlink from the game board to the final trivia title slide.
  - a. Insert a small graphic in the corner of the game board slide to link the game board to the final trivia.
  - b. Right click on the graphic and choose the format picture option.
    1. On the picture tab, under image control, choose the color pull-down menu.
    2. Choose washout.
  - c. Click on the inserted graphic to hyperlink it to the final trivia title slide..



- d. From the hyperlink dialog box, choose the “place in this document” option on the left side of the dialog box and select the final trivia title slide.
  - e. Insert a small text box on the game board slide to place over the final trivia graphic.
  - f. Type the words “Final Trivia” in the text box. *Refer to diagram #2.*
12. Create the hyperlinks for the final trivia slides.
- a. Insert a graphic on the final trivia title slide and hyperlink it to the final trivia answer slide.
- \*Hint: Insert a graphic on the final trivia title slide and hyperlink it to the game board.*
- b. Insert a graphic on the final trivia answer slide and hyperlink it to the final trivia slide question slide.
13. Double check the entire presentation to make sure all of the links work correctly.

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| MATERIALS |
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PowerPoint Slide Diagrams



# POWERPOINT SLIDE DIAGRAMS

DIAGRAM #1:  
SLIDE 1—TITLE



DIAGRAM #2:  
SLIDE 2—TRIVIA GAME BOARD

| Checking Account | Savings Account | Money Market Deposit Account | Certificate of Deposit | Savings Bond |
|------------------|-----------------|------------------------------|------------------------|--------------|
| \$100            | \$100           | \$100                        | \$100                  | \$100        |
| \$200            | \$200           | \$200                        | \$200                  | \$200        |
| \$300            | \$300           | \$300                        | \$300                  | \$300        |
| \$400            | \$400           | \$400                        | \$400                  | \$400        |
| \$500            | \$500           | \$500                        | \$500                  | \$500        |

DIAGRAM #3  
SLIDE 3—ANSWER

CHECKING ACCOUNT—\$100

**Answer:**

A tool used to transfer funds deposited into the account to make a cash purchase.






DIAGRAM #4  
SLIDE 4—RESPONSE

CHECKING ACCOUNT—\$100

**Question:**

What is a checking account?

