Using Action Settings to Create Simple Quizzes in PPT 2013

Action settings allow you to move away from automatic, linear slide shows by assigning specific actions to objects (such as text, images, autoshapes or buttons) that turn PowerPoint into an interactive, user directed experience. In this quiz, we are going to use hyperlinks to jump from one slide to another – out of order. Although the slides will not play in a linear manner, the slides will appear in a linear fashion as you create your project.

Note: When developing an interactive PowerPoint Presentation, the default setting that advancing slides on a mouse click must be turned off. This allows you to make a non-linear presentation. It is recommended that you do this first, so you don’t forget.

Storyboard for a simple quiz
It’s smart to “map out” or storyboard the flow of your presentation before you begin. You need a least 4 slides. Next to each slide representation, write what action will happen on the slide (see outline at right):

- A title slide will appear in the beginning. It will advance to the first question on click.
- “Question” slides will have a question in the title box at the top, and three displaying possible answers. Clicking on an incorrect answer button will move to a slide that says “Sorry” and plays a negative sound. The correct button, when clicked, will advance the presentation to the next question slide, along with applause.
- The wrong answer slide will return the user to the question they missed.
- The final question slide will be followed by a slide announcing the end of the quiz. Users can click to end the show.
Creating a PowerPoint Quiz Step-by-Step

1.) Open a new PowerPoint Presentation
   • On the title slide, enter a title for your quiz and select a theme from the Design tab (or a background style).

2.) Remove the “Advance on Click” feature
   • Select the View menu tab → Slide Master.
   • Click on the first slide in the list of slides. This controls all slides added to your show.
   • Select the Transitions tab.
   • Under Advance Slide, remove the check from the Advance slide on mouse click checkbox. This means mouse clicking will no longer advance to the next slide in our presentation (which is what we want).
   • Go to the tab Slide Master and select Close Master View.
   • Type a Title for your Quiz (subtitle optional).

3.) Create the first question slide
   • Select Home → New Slide.
   • Under Layout, click on the Title Only slide layout in the task pane.
   • Enter the first question in the title box.

4.) Create a button for the correct answer
   • Go to Insert → Shapes, then scroll down to Action Buttons. These are buttons with built in functions.
   • Click on the blank rectangular button.
   • Underneath the title, draw the button on your slide by clicking and dragging. The button should be large enough to hold the full answer of text. Once you let go, the Action Settings window opens.
Set the Action Settings for the Correct Button

- Set the Action on click to Hyperlink to Next Slide.
- Set the Play Sound option to Applause.
- Click OK.

Add text to button for the correct answer

- Select Textbox and then click on your button.
- Type the correct answer.
- Modify the button style and/or the text size and color if desired, but be sure it is readable.
- Deselect the button by clicking in any blank area of your slide.

Copy and Paste Correct Button (we will modify it to create our incorrect button)

- Re-select the button you have drawn.
- Copy the button by going to Home → Copy (look underneath the scissors icon).
- Paste the button by selecting Paste.
- Click into the text and replace it with an incorrect answer. Move the button underneath the first ‘correct’ answer button.

Set the Action Settings for the Incorrect Button

- Click on the button with the incorrect answer.
- Go to Insert → Action.
- Set the Action on click to None.
- Set the Play Sound option to Explosion.

Create the second wrong answer button

- Deselect the button by clicking in any blank area of your slide.
- Re-select the wrong answer button and go to Home → Copy.
- Paste the copied button by going to Home → Paste.
- Edit the text on the second button to create the second wrong answer.
- Align buttons by clicking on them and using arrow keys to move them into position.

Test the functionality of the first slide

- Insert a blank slide after your question slide.
- Select your question slide, then Slide Show → From Current Slide.
- Test your two incorrect answers. Clicking on them should play the explosion sound.
- Test your correct answer. Clicking on it should cause the applause sound to play and should also advance to the next blank slide.
After the last question, create an “End of Quiz” Slide
- Select the blank slide after your last quiz slide. It should be the last slide.
- Under the Home tab, select a blank slide layout for it.
- From the Insert tab, select Shape → Action Buttons.
- Select the blank action button.
- Draw a blank button the size of the slide (covering the entire slide).
- Set the Action On Click to hyperlink to End Show. Click OK.
- Click Text Box and add the following text: “Thanks for taking the quiz.”
- Select your text and change the font to 44 pts (Home tab).

Set the Action Settings for the Incorrect Button
- Select your question slide.
- Click on the button with the incorrect answer.
- Go to Insert → Action.
- Set the Action on Click to hyperlink to the Last Slide (a slide which will inform the user that they are incorrect and return them to the question, which we will create shortly).
- Do the same thing for the second wrong answer button.

Add one more question, right after the first one
- In the slide outline view (column of slides), select your completed question slide.
- Go to Home → Copy.
- Go to Home → Paste.
- Edit the text so that you have two questions in your quiz. All elements should have copied, including all the action settings.
- Remember, the question slides need to be grouped together or the slides won’t ‘jump’ right.

Create the Wrong Answer Slide
- Go to Home → New Slide.
- Left click and drag this slide so that is the last slide. This slide must remain the last slide in your slide show.
- Select this slide (if it isn’t already).
- Select a blank slide layout for it.
- Go to Insert → Shapes.
- Scroll down to action buttons and select the blank rectangular action button.
- Draw a button to cover the entire slide.
- Set Action on click to hyperlink to the Last slide Viewed (Note: Previous slide refers to the previous slide in the order of the slideshow, not the previous slide that had been viewed. To return the viewer to the last slide that they viewed, you must use the last slide viewed option).
• Click OK.
• Click out of the button to deselect it.
• Click Insert → Text Box and add the following text: “Incorrect Answer.”
• Hit your enter key to go to the next line of text.
• Type “Click here to return to the question.”
• Select your text and change the font to 44 pts.

**Edit first Title Slide to it advances on Mouse Click (the only side to do so)**
• Select your title slide.
• Click on Transitions.
• Under Advance Slide, select the On Mouse Click checkbox.
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