



Expanding Educational Horizons
Caenwood Centre, Grant Hall, 37 Arnold Road, Kingston 5
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Creating a Quiz Item using the Trigger Feature in Microsoft PowerPoint

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A. What is a Trigger?

A **trigger** is an item on your PowerPoint slide — a picture, a shape, a button, or even a paragraph or text box — that starts an action when you click it. The action might be a text box with feedback to a selection, a sound, a movie, or an animation.

Triggers help to build an interaction between the medium and your students who are invited to make a selection, read or listen to feedback and be engaged on their own or as part of a small group.

Here is an example of how a trigger can be used. You can create a question and answer on a slide for a student, and set up the answer selections to be triggers that reveal the correct or incorrect answer (see Figure 1).

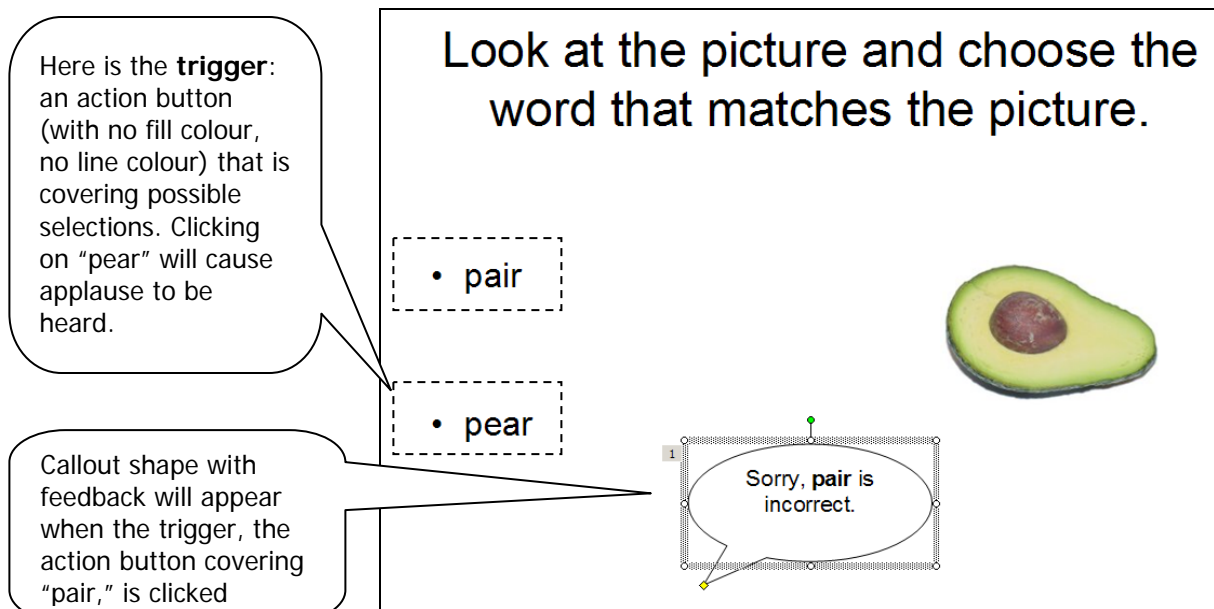


Figure 1

On the slide in Figure 1, the animation sequence is:

(1) click the action button covering the option → (2) audio heard that matches correct response or incorrect response → (3) callout with feedback appears for five seconds and then disappears.

For triggers to work, you need to bear two things in mind:

1. You can only have access to the **Triggers** feature if there is an animation effect set up for an object (picture, sound, movie) on the slide.
2. The trigger must be clicked directly (rather than just clicking the slide) for the sequence of actions to be set in motion.

B. Preparing the Quiz Item

The steps in this section tell you how to create an effect similar to what's shown in the slide sample in Figure 1. Imagine that you're creating a slide with a question for your students to answer. You could set up a trigger so that feedback will appear when that trigger is clicked. Set up the slide as shown in Figure 1. How to do this?

1. Open Microsoft PowerPoint.
Start → All Programs → Microsoft Office → Microsoft PowerPoint
2. Click in the text box and give your quiz a title. See Figure 2. Save the document under the name “Quiz”. (File → Save)

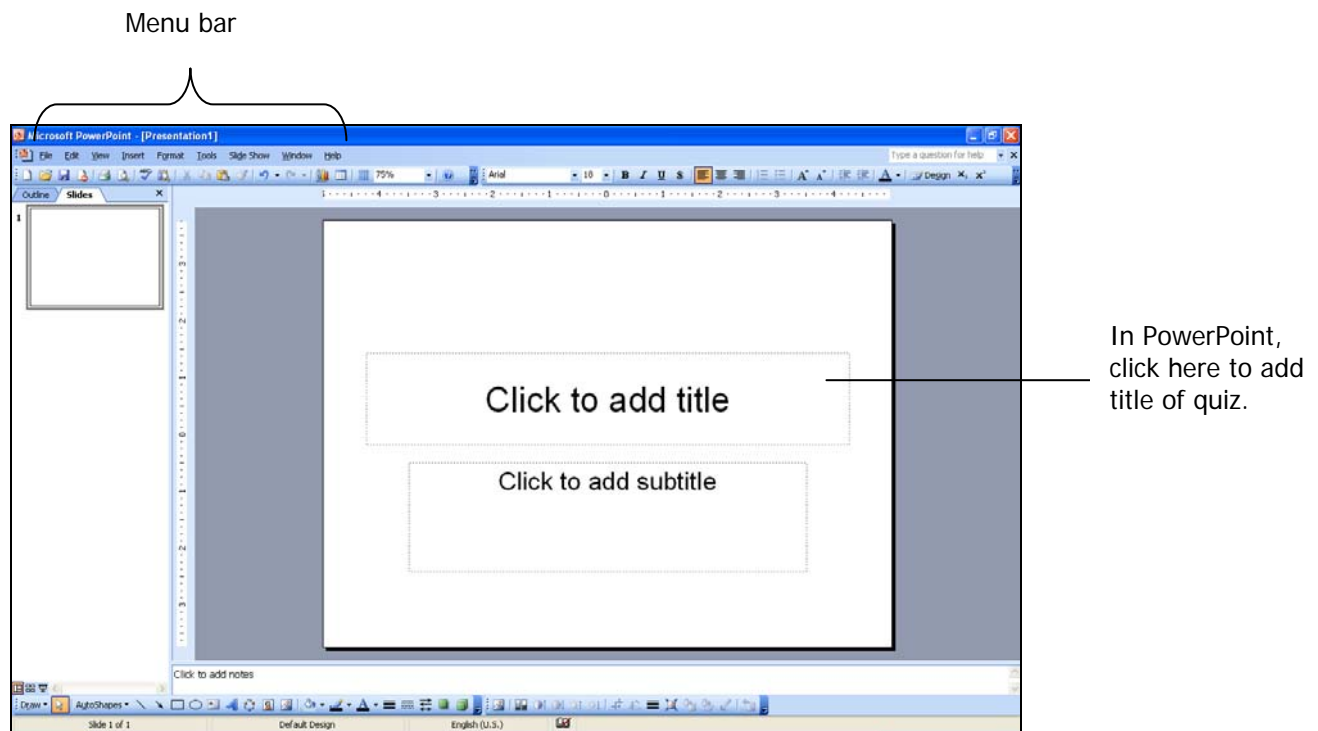


Figure 2

3. Insert a new slide. This can be done in two ways: by selecting **Insert** in the menu bar (see Figure 3) or clicking on the **New Slide** button on the far right of the menu bar (see Figure 4).

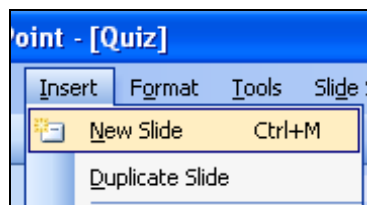


Figure 3

4. The **Slide Layout** task pane should appear on the left of the screen. If the slide layout does not appear to the right of the slide, select **Format** on the Menu bar and select **Slide Layout**.
5. In the **Slide Layout** task pane, find the layout called **Title, Text and Content**. Click that layout to apply it to the new slide (see Figure 4).

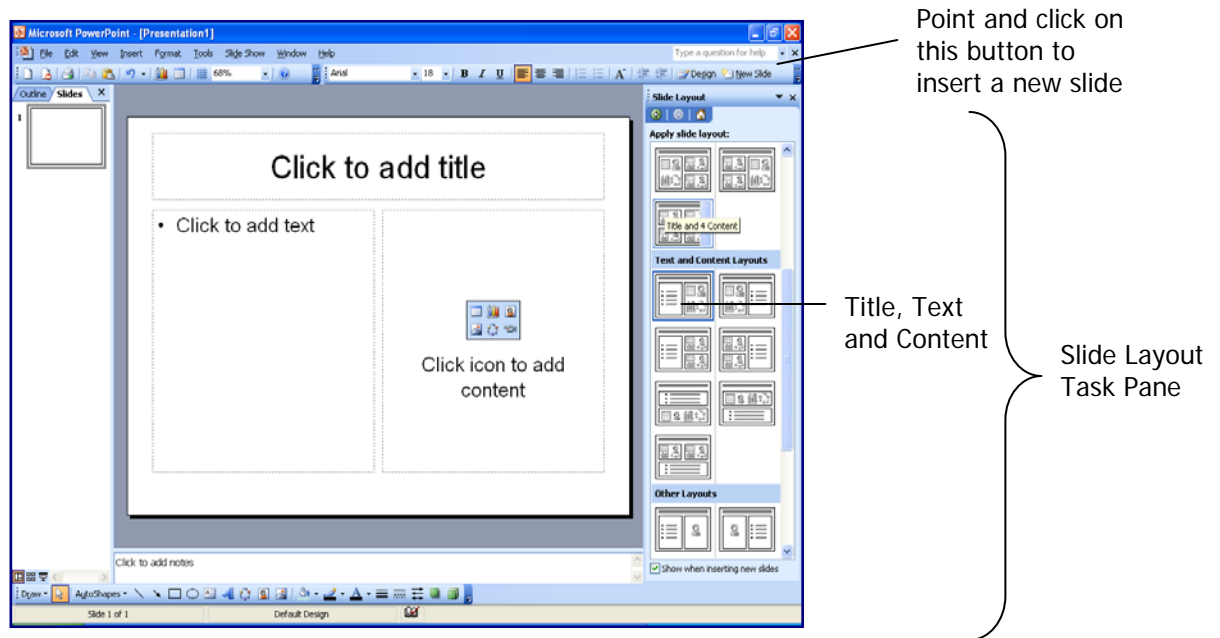
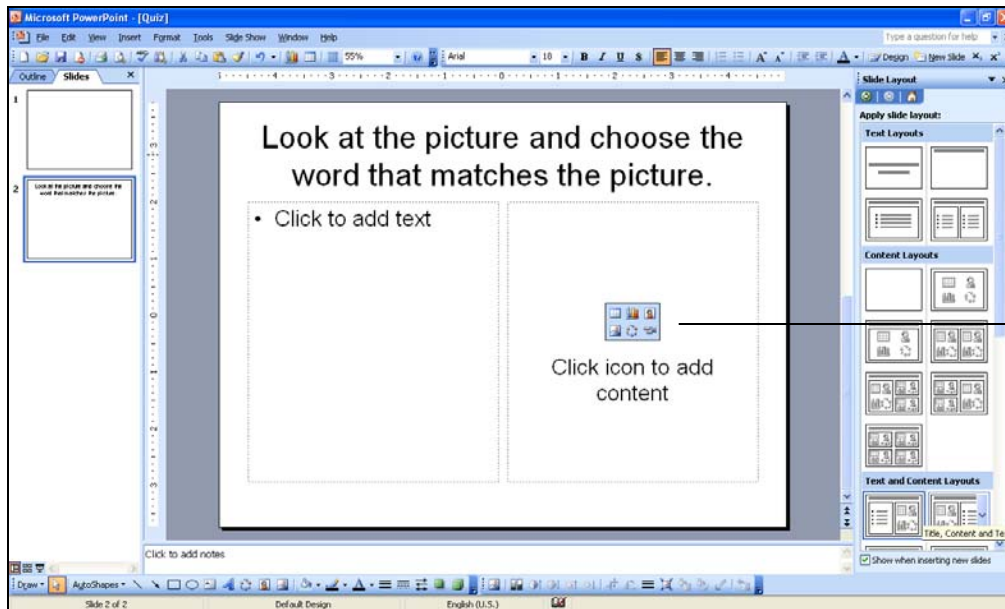


Figure 4

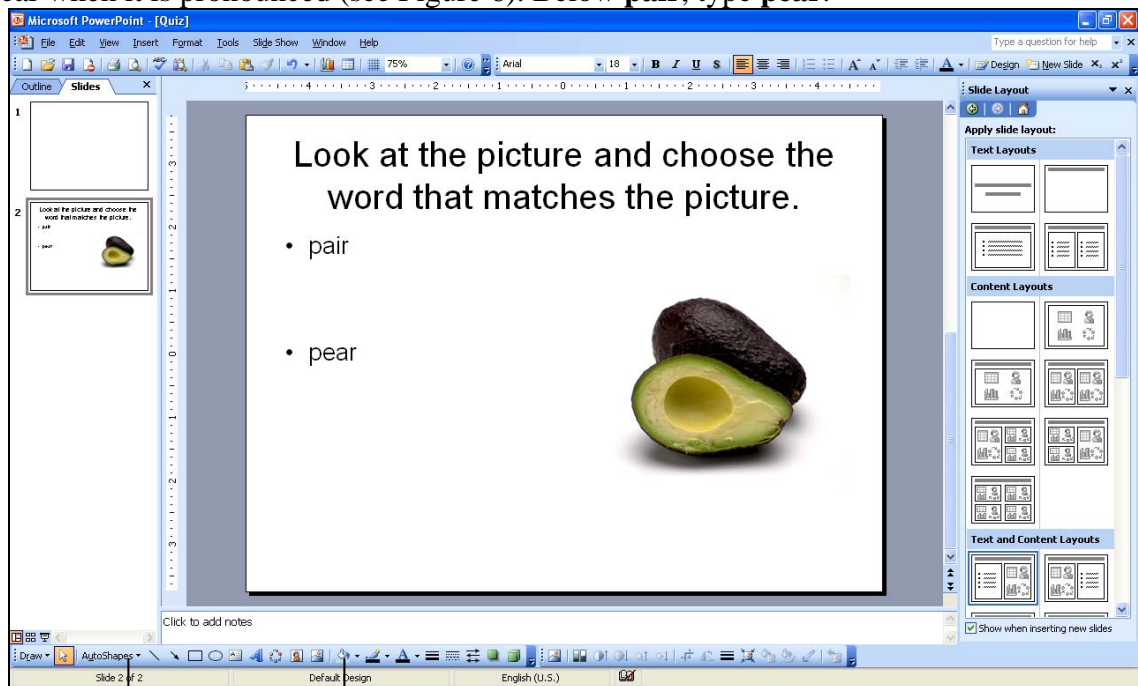
6. In the Title text box at the top, type: **Look at the picture and choose the word that matches the picture**. Format text (e.g. font, size, etc.) using the format button in the menu bar to access the Font option.
7. On the slide, in the right place holder, insert a picture of a pear. The icons in the content area on the slide help you insert clip art or a picture from a file on your computer (see Figure 5). You can get images from [Google images](#).



Click icon to insert picture

Figure 5

8. On the slide in the left hand corner type the word **pair**, a word that sounds similar to pear when it is pronounced (see Figure 6). Below **pair**, type **pear**.



AutoShapes

Fill Colour

Drawing Toolbar

Figure 6

9. On the Drawing Toolbar at the bottom of the screen, select **AutoShapes** → **Action Button** → **Action Button: Custom** (see Figure 7 for enlarged image). This is the first button, with the blank box.

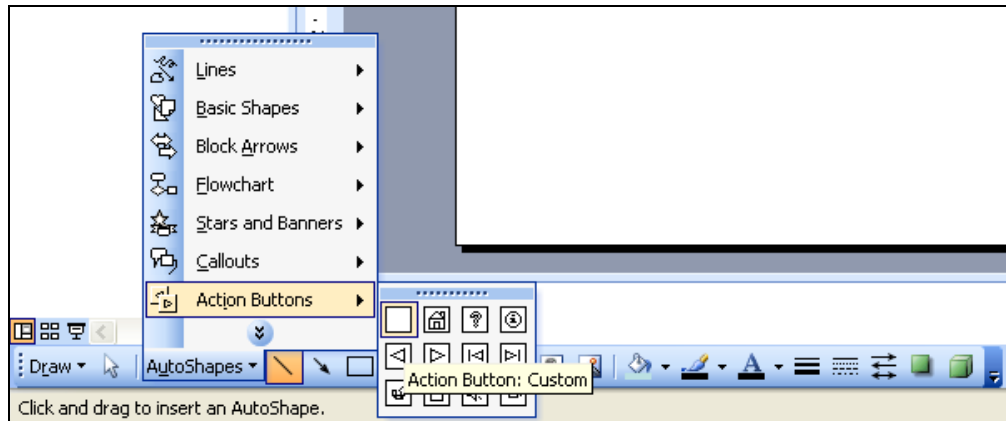


Figure 7

10. Click and cover the word **pair** with the action button (see Figure 8).

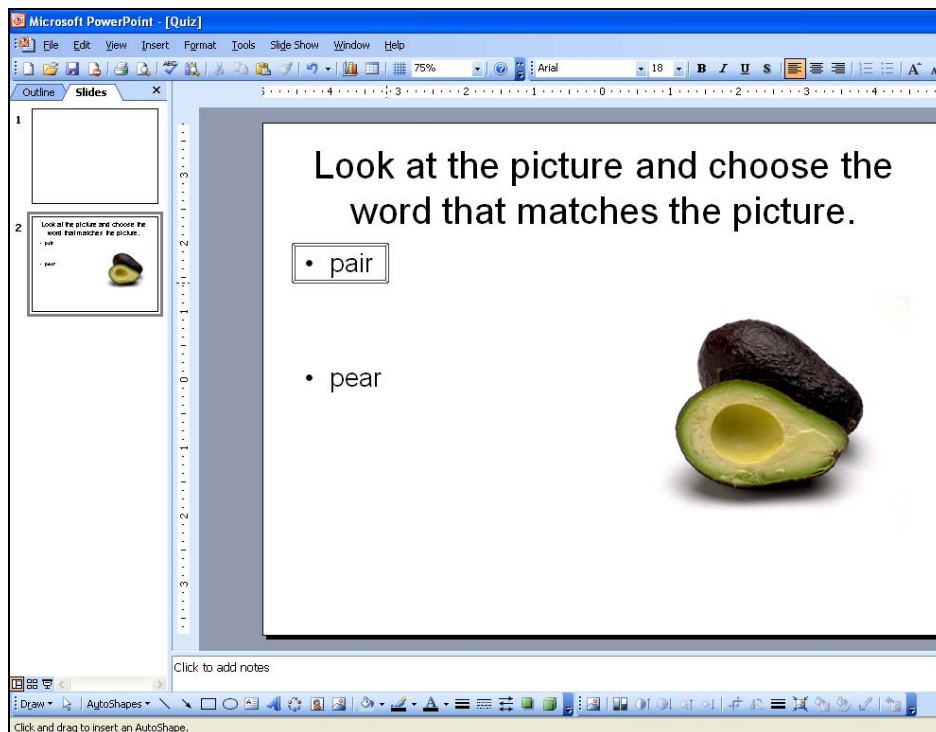


Figure 8

11. The Action Settings window will appear (see Figure 9).

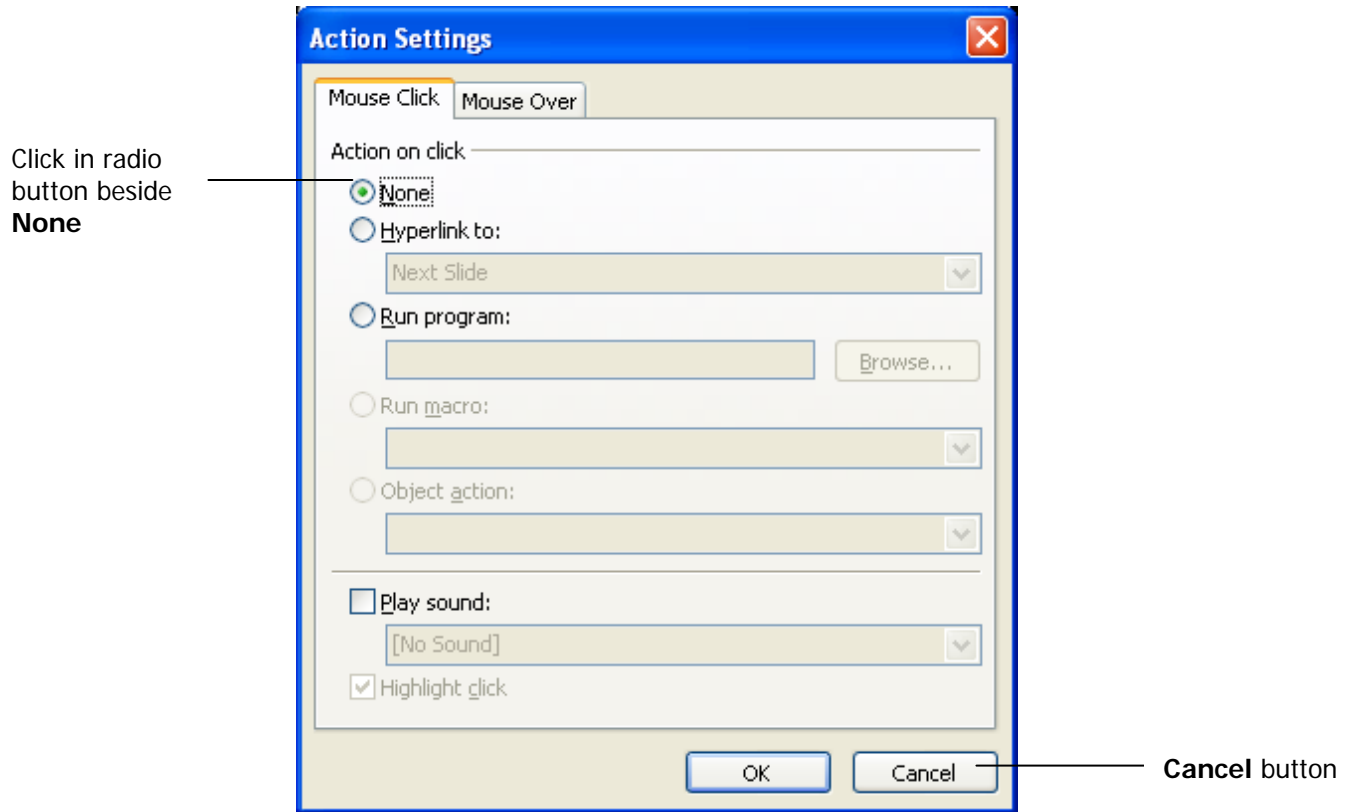


Figure 9

12. Make sure that **None** is selected and then select the **Cancel** button to cancel Action Settings.
13. Point and click on the blue shape that is covering the word **pair**. Go back to the **Drawing Tool Bar**, select **Fill Colour** (see Figures 10 and 11), click on arrow and select **No Fill**. Select **Line Color**, click arrow and select **No Line** (see Figure 11).

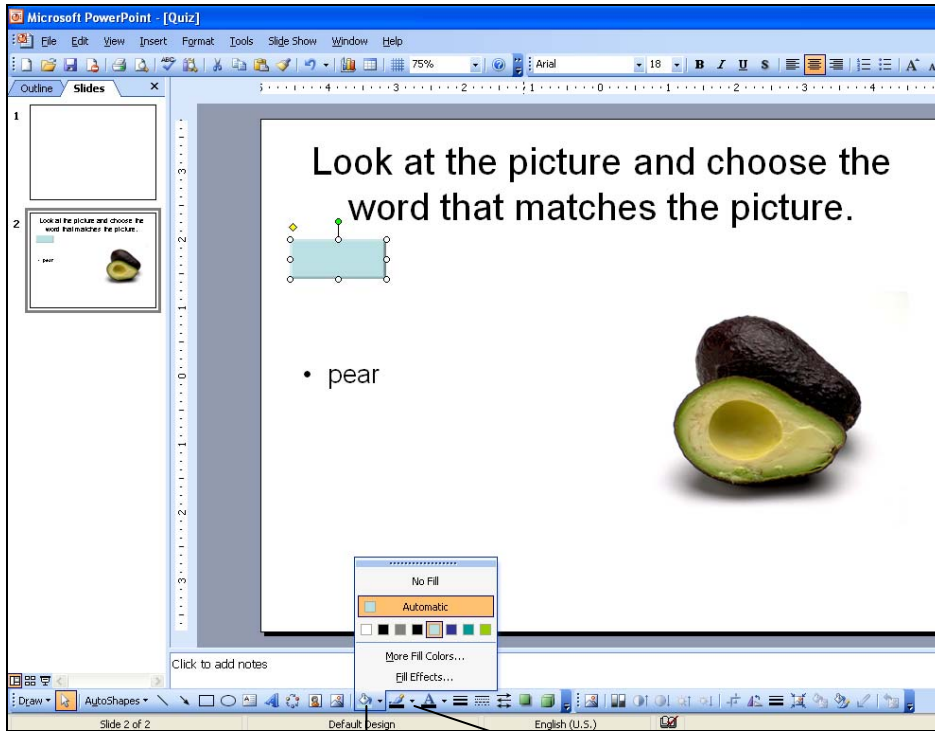
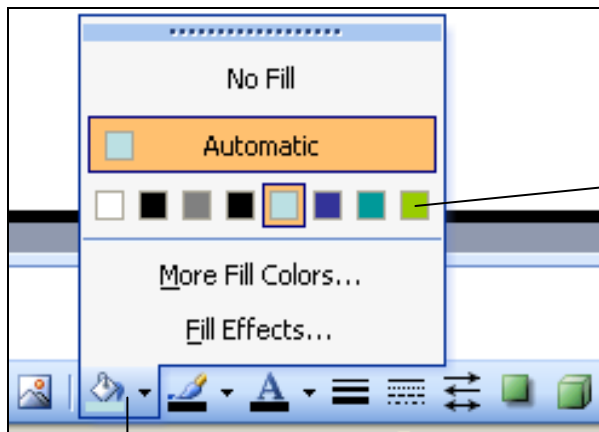


Figure 10

Fill Colour

Line Colour



Fill Colour Palette

Line Colour *Click on arrow to the left to see colour palette*

Figure 11

14. On the Drawing Toolbar select **AutoShapes** → **Action Button** → **Action Button: Custom**. Click and cover the word **pear** with the action button. Select the **Cancel** button to cancel Action Settings.

15. Go back to the **Drawing Tool Bar**, select **Fill Colour** (see Figure 11), click arrow and select **No Fill**. Select **Line Color**, click arrow and select **No Line**. Click on the slide to save.

C. Creating Responses and Hooking Up Triggers

1. On the **Drawing Tool Bar**, Select **AutoShape** → **Callouts** → **Oval Callout** (*or one of your choice*). Set mouse pointer on slide, press and hold left mouse button and drag to form shape. Type “Sorry, **pair** is incorrect” in the callout shape. Format text to fit shape (see Figure 12).

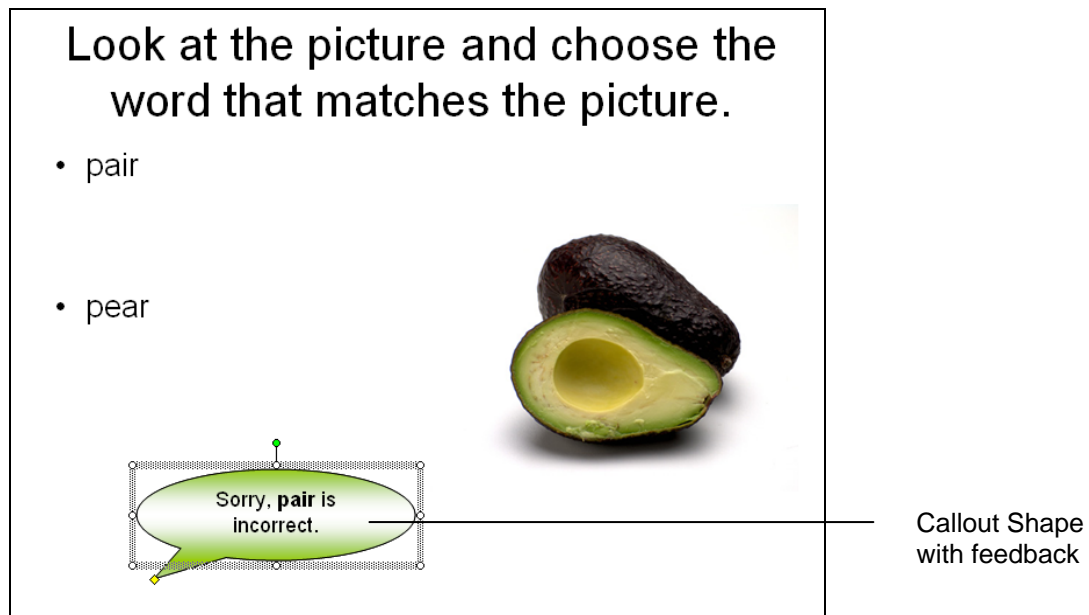


Figure 12

2. Select the Callout Shape, right click and choose **Custom Animation**. See Figure 13.

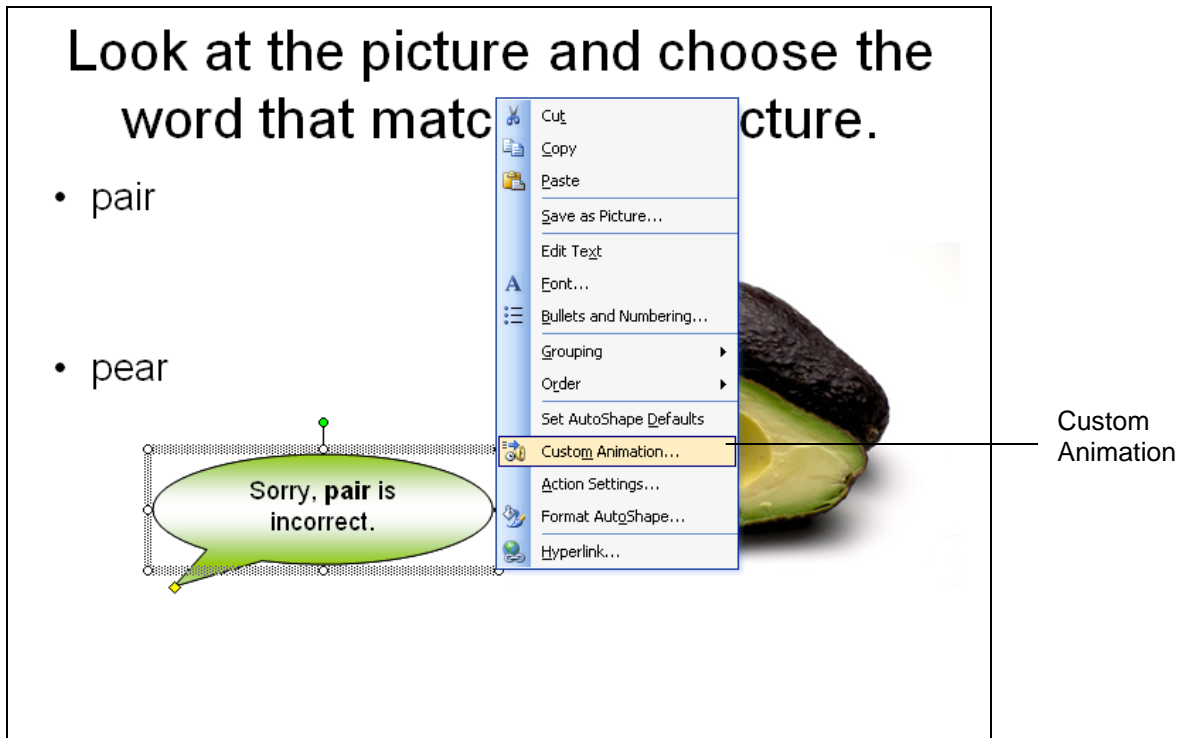


Figure 13

3. The **Custom Animation** task panel will appear on the right of the slide (see Figure 14). Point and click on the button **Add Effect** → **Entrance** → **Fly in**.

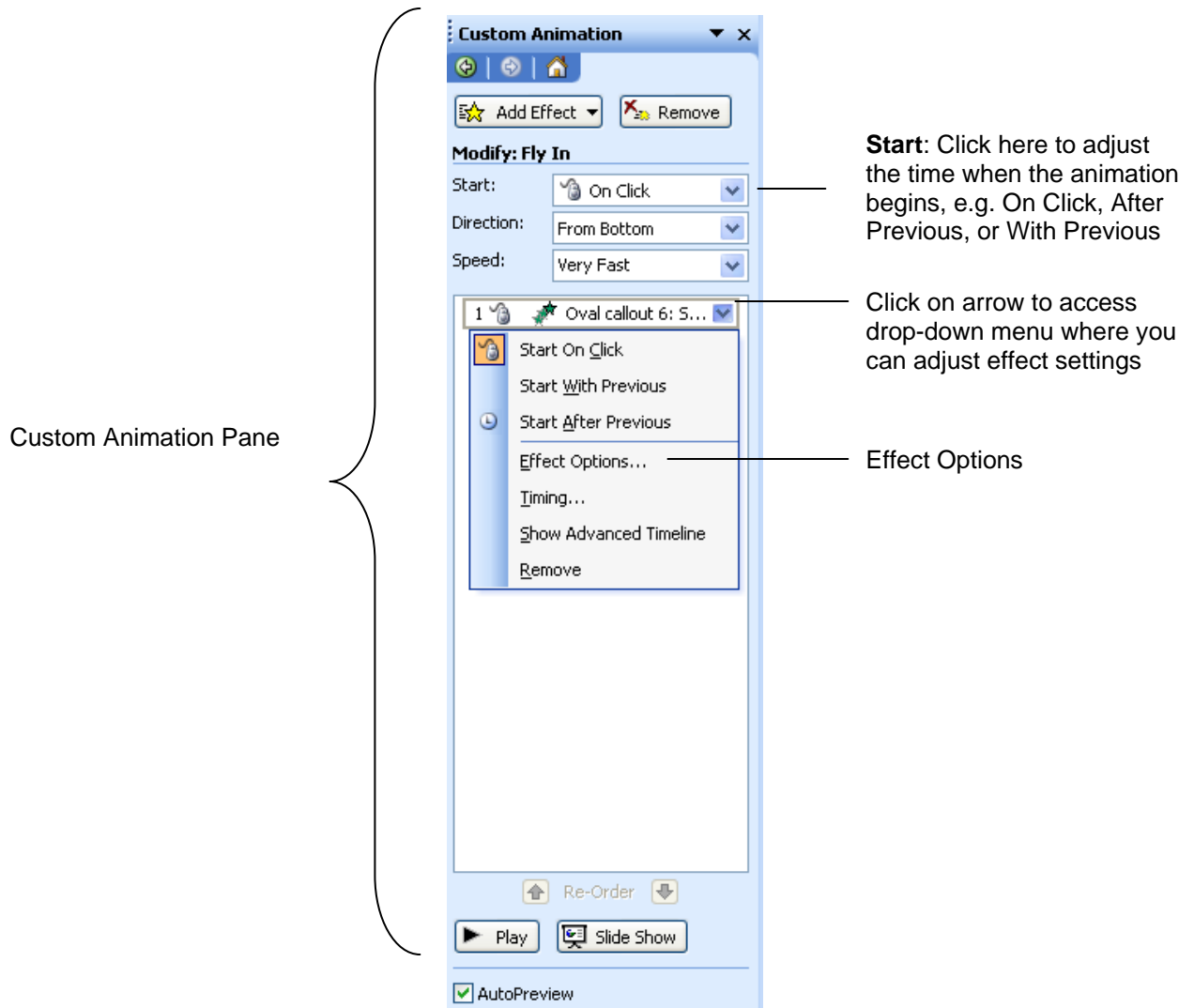


Figure 14 Custom Animation Pane

4. Select the effect in the **Custom Animation** task pane, and click the arrow on the right to display the drop-down menu (see Figure 14). Select **Effect Options**.
5. In the **Fly In** settings (see Figure 15), navigate to **Enhancements**.
6. Under **Enhancements** go to **Sound** and click the down arrow to the right and choose **Bomb**. Click **OK** (see Figure 15).

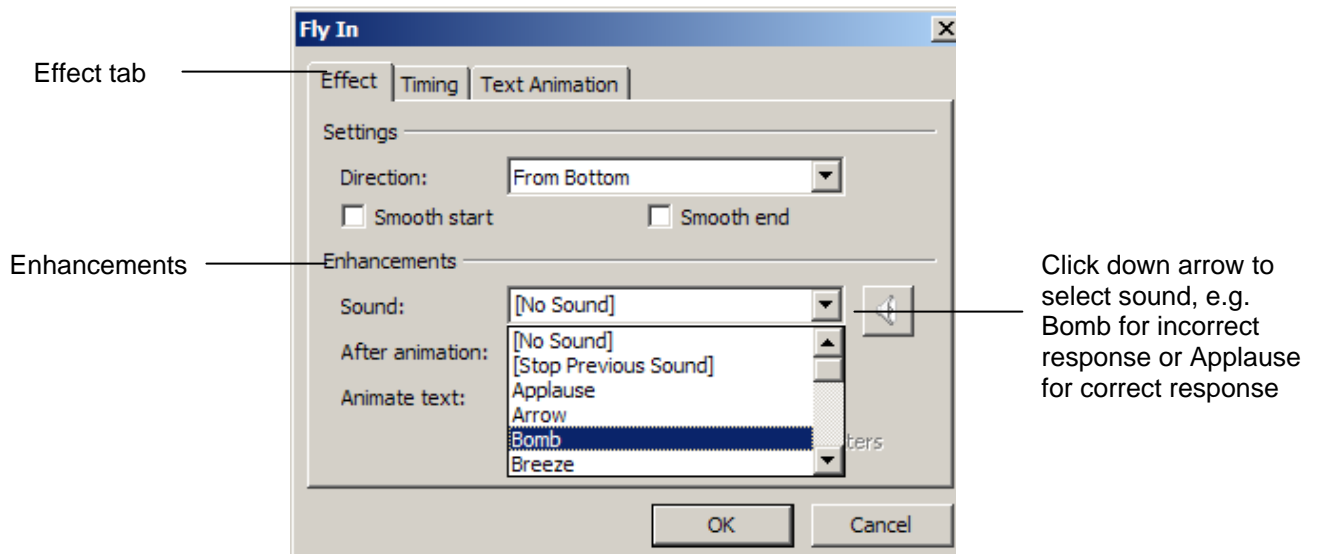


Figure 15

7. Navigate to **Enhancements** and then go to **After Animation**. Click the arrow on the right to display the drop-down menu, and then click **Hide after animation** (see Figure 16).

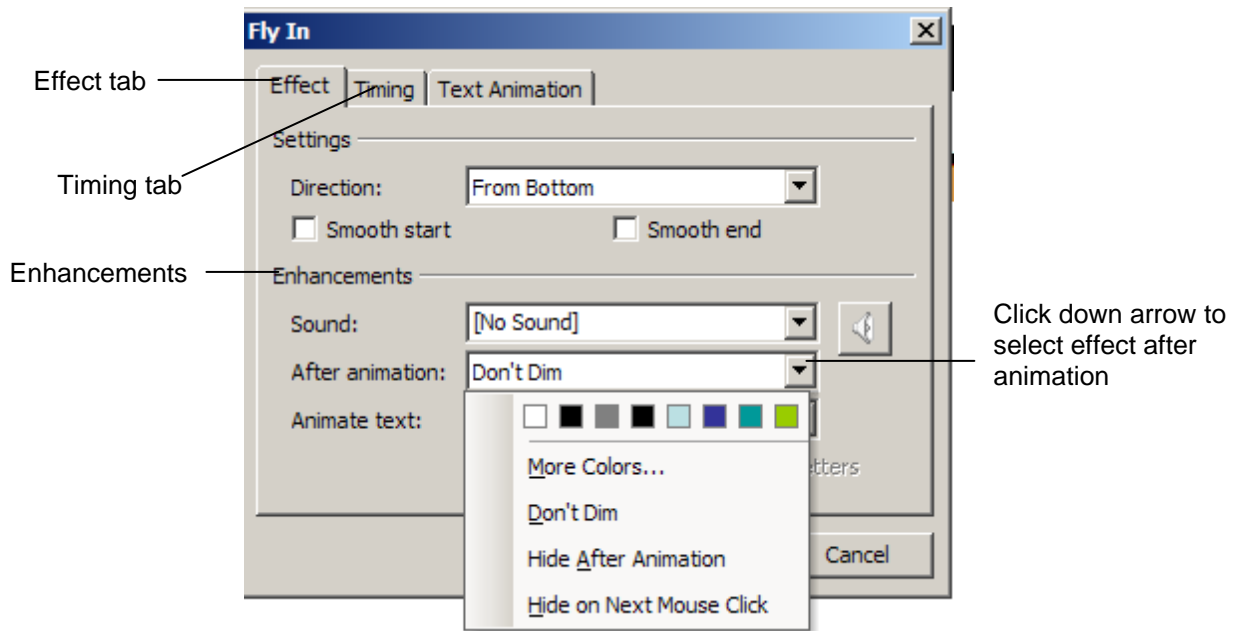


Figure 16

- Point and click on the **Timing Tab** (see Figure 17). Go to **Speed**. Click on the down arrow to the right and select 3 seconds (slow).

Effect Tab Timing Tab

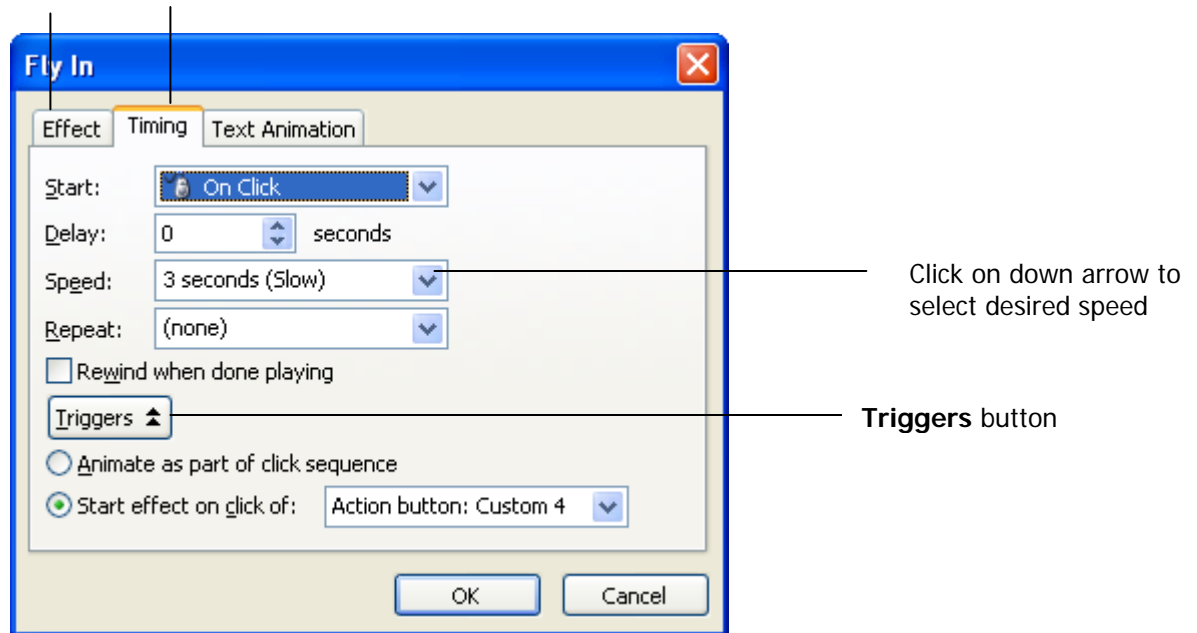


Figure 17

- Go to the **Triggers** button on the lower left. Select **Start effect on click of** by clicking in the radio button. You will see a list that shows the various items on the slide. Select **Action Button: Custom 4**, that is, the action button that covers **pair**, the incorrect response. Click **OK**.
- To Preview the settings, click **Slide Show** at the bottom of the task pane. Click **Esc** button to return to Normal view.
- You will now follow the same procedure as above to create the button for the correct choice. Select the **Callout** on the slide, right click and select **Copy** then right click on the slide and select **Paste**. Select the **Callout** just copied, right click and select **Edit Text**. Change text to “Excellent! You are correct.”
- Select the **Callout** shape on the slide with the text “Excellent! You are correct.”. Right click and select **Custom Animation**. In the **Custom Animation** task pane on the right of the slide, navigate to the effect in the task pane. Click the arrow on the right to display the drop-down menu, and then click **Effect Options** (see Figure 18).

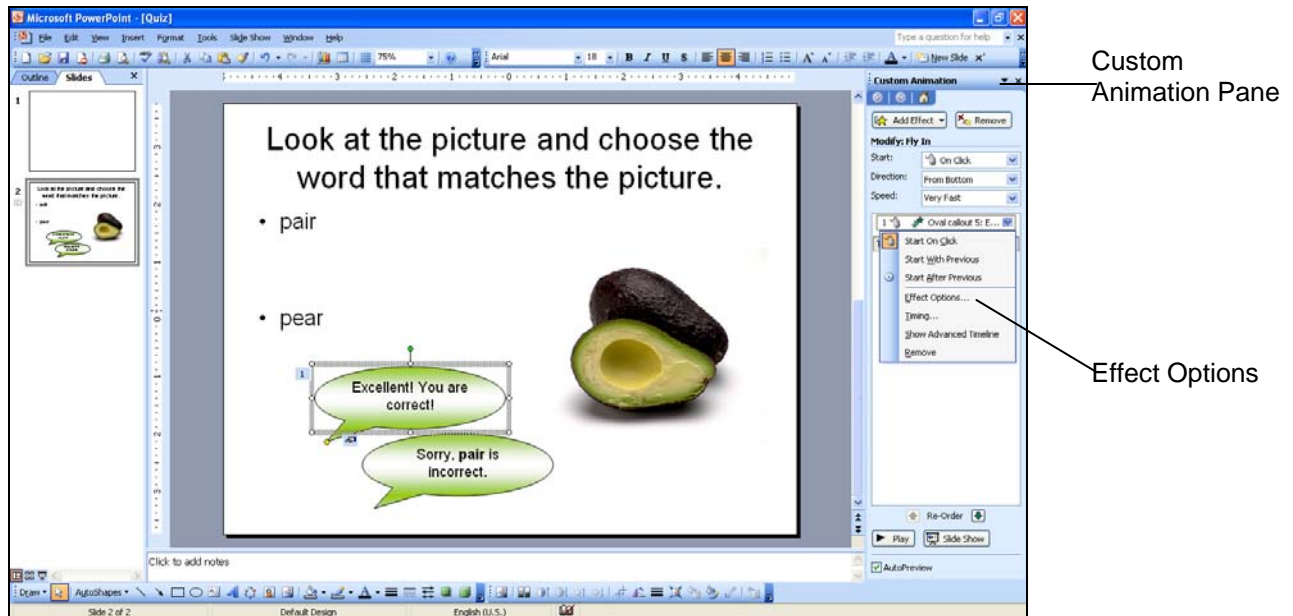


Figure 18

13. In the **Fly In** settings (see Figure 15), navigate to **Enhancements**.
14. Under **Enhancements** go to **Sound** and click the down arrow to the right and choose **Applause**. Click **OK**. See Figure 15.
15. Under **Enhancements**, on the left, select **After Animation** (see Figure 16). Click **Hide After Animation**.
16. Select the tab **Timing** then point and click on the **Triggers** button on the lower left side. Click **Start effect on click of**. You will see a list that shows the various items on the slide. Select **Action Button 5**, and then click **OK**. In this case, **Action Button 5** is the button that is covering **pear**, the correct response.
17. To check to see if your trigger is working correctly, look at your quiz item in **Slide Show** view. Go to View → Slide Show.

Note. You can put the callouts on top of each other so that they will appear in the same place in the Slide Show. To do this, select one Callout, hold down right mouse button, drag and place it on the other.

D. Enhancing Your Quiz

Here are some ideas for enhancing your quiz.

Using audio

To cater to students who are reading below the grade level, you could narrate the question.

1. Prepare the script of the audio clip beforehand.
2. Place the audio cable of the microphone in the *line in jack* of the computer.
3. Select **Insert** → **Movies & Sounds** → **Record Sound**.
4. The **Record Sound** window appears. To record the narration, point and click on the button with the red circle. To stop the recording, point and click on the button with the small black square. To play the recorded sound, point and click on the button with the black triangle (see Figure 19).
5. If you like how the narration sounds, give it a name and point and click on OK.

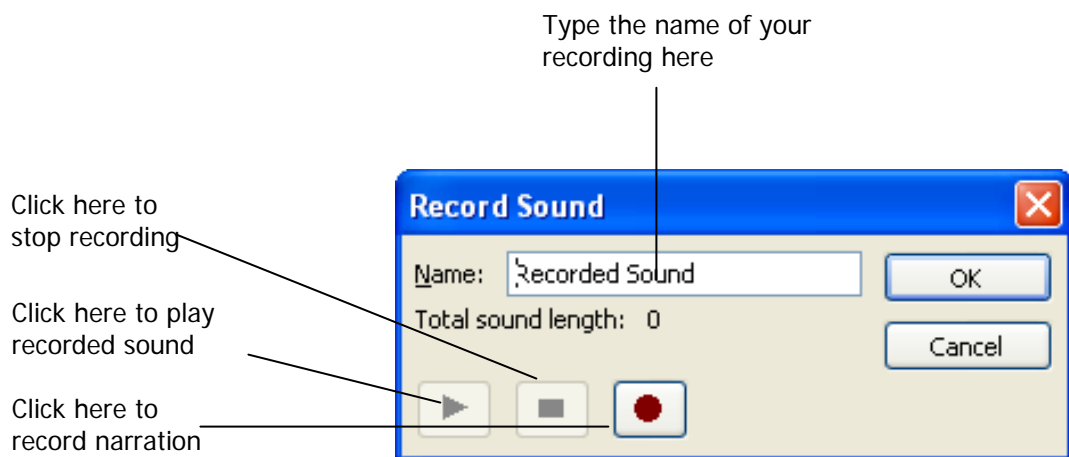



Figure 19

6. A speaker icon  will appear in your presentation. When the quiz is viewed in **Slide Show**, the sound will start playing when the icon is clicked.

Inserting an additional picture

You can add a picture beside the callouts, to make it appear as if the responses are coming from it, see Figure 20.

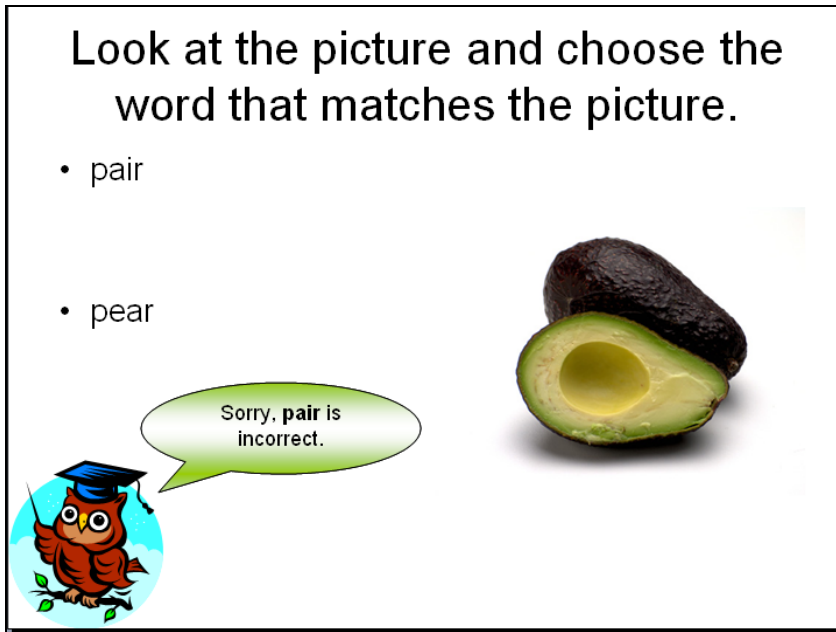


Figure 20

To get the picture appearing on the slide,

1. Select **Insert** on the **Menu Bar**. Select **Picture** then **Clip Art**. See Figure 21.

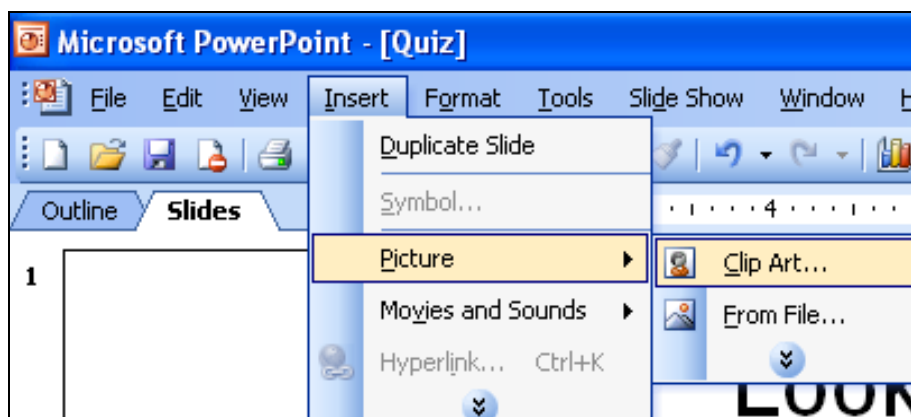


Figure 21

2. The pictures will appear in the Clip Art task pane on the right (see Figure 22).

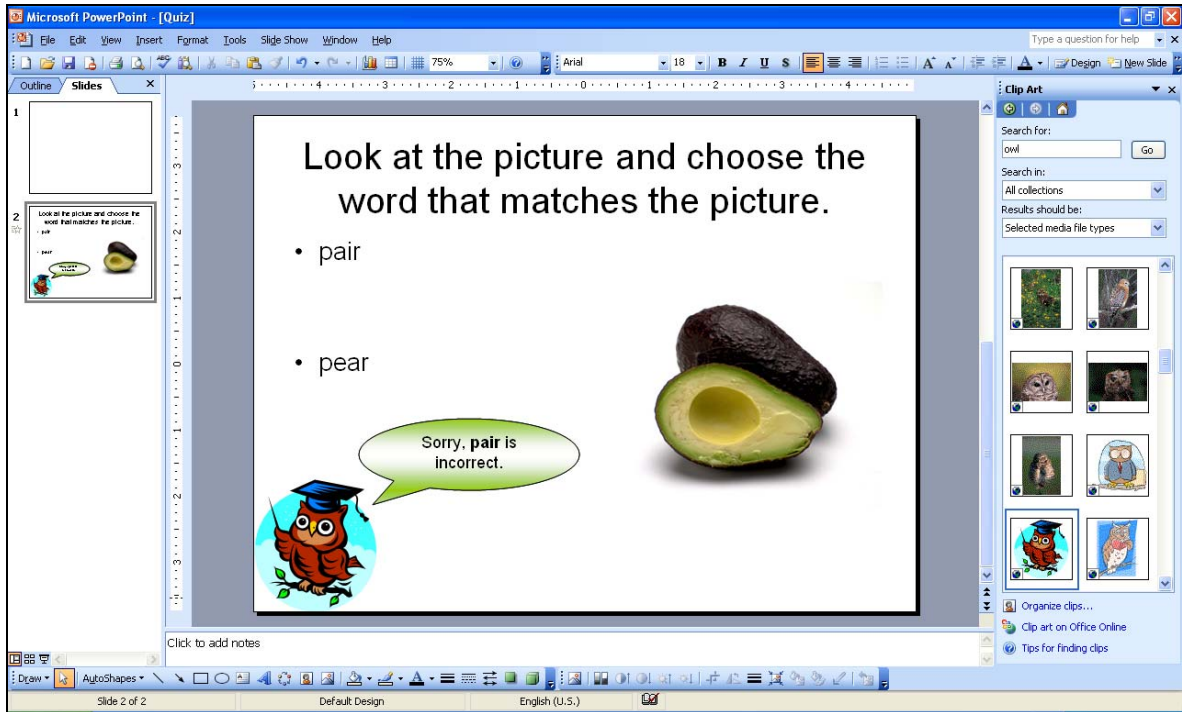


Figure 22

3. Select the picture you want. It will appear on the slide.
4. Put the picture in the position where the responses will appear.