

Setup & Game Help

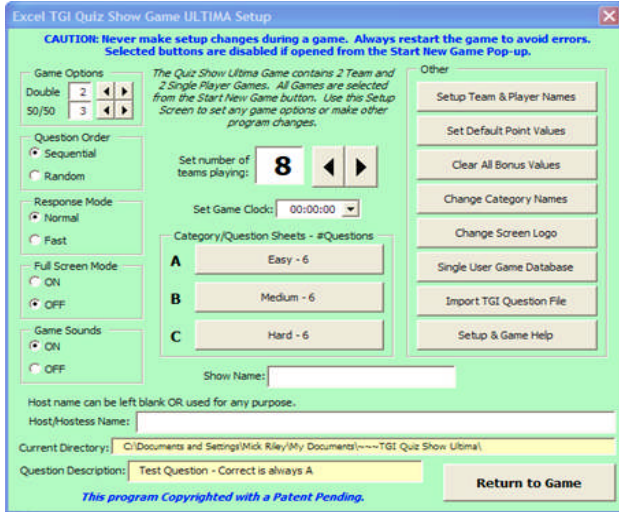
General Overview:

The TGI Excel Quiz Show Ultima Game is really 4 games in one, two team games and two individual or single player games. Team Games include "The Quiz Show" in which an opposing team must pick the question for the answering team, and "Peril" a Jeopardy type game. The individual or single player games include a game we call "ALL The Way" in which a player attempts to answer 18 sequential questions, all with an ever-increasing point value. The object is to try and reach ONE MILLION. Finally the Quiz Show Ultima Game also offers a single player game in which you pick a computer opponent. There are three to choose from, and each one is better than the last. Scores of all individual player games are captured on the games database as well as the individual question/s each player got incorrect.

There are many different setup options for the games. This is so you can design and customize the game to meet your program requirements. On this help screen, we first review the setup options and then further explain how each of the 4 games are played.

Setup Overview:

Setup Pop-up:



This is the main setup screen for the Ultima program. It can be accessed from the main game screen OR after pressing the Start New Game button. Moving your mouse over this pop-up will give you some additional information about the selection under the mouse pointer.

We'll first guide you through the setup options available and then tell you about the many different games within the Quiz Show Ultima Game. In general the setup screen is where you will go to select parameters for the game design that will best meet your training needs. Here you'll select things like your game format, How many teams, time of play, how questions will be delivered, and the question categories you'll use.

A few general notes before we start. The blank text boxes with a white background can be typed directly into and the boxes with a yellow background provide additional information in regard to your setup selections.

CAUTION: Never change these settings during a game. Doing this can affect how your game will be played and could cause errors. Make changes to the setup first, before starting a new game.

Description of options on the Setup Pop-up:

- Game Options:** These are game options available to all teams playing. Use the spinners next to them to adjust from 0 to 5.
Double This option will allow a team to double the possible points for any question.
50/50 This option will eliminate one of the wrong answers for any question with 3 possible answers.

Question Order:

- Sequential** Sequential is the order the questions appear on the question sheets or the order you've placed them in.
Random Random presents or delivers the game questions in a non-repeating random order. Great for individual review!

Response Mode:

- Regular** Choosing regular mode means the game will rotate team turns, and let you know whose turn it is.
Fast Fast Mode or more correctly Fast Response Mode means the first team to signal in gets the question.

There are 2 ways to play:

- Manual** Players raise their hands, hold up a card, or use a stand alone system to signal they have the answer. After recognizing the "FIRST IN" team, you select their team button and ask them for their answer.
Buzzer If using a USB buzzer system teams "BUZZ IN" and the game determines who'll get the question. (Most USB systems require you to turn on the Num Lock Key)

Full Screen Mode:

- ON** This toggles the Excel Full Screen mode on or off which maximizes the viewing screen.
OFF Turning the Full Screen Mode off makes several menu items available for selection.

Game Sounds:

- ON** Turns the sounds heard in the game on or off. The game moves faster with sounds off, but is not as much FUN!
OFF The game volume can be adjusted using the Program Options menubar (Top Left on your screen).

Set # of Teams Playing: Use the spinners to adjust the number of teams playing from 2 to 8.

Set Game Clock: Click drop list arrow to select a game time frame from OFF to a maximum of 4 hours. The game will end when the time expires (or you run out of questions). The play time remaining is shown on the scoreboard.

Show Name: (Optional) You can enter a special program or game name for your training session that will appear on the scoreboard and on the database sheet. I.e. - THE ACME SHIPPING CO. LEADERSHIP & TEAMWORK GAME.

Host/Hostess Name: (Optional) You can enter a name or other phrase which will appear next to the host image. For example, you might have the host introduce him/herself as a well known person in your company, or not.

Current Directory: This is the directory on your computer where the game is located. If you use our defaults when installing the game, all the files are placed in the C:/Program Files/Training Games/TGI Excel Quiz Show Ultima Directory. **IMPORTANT TIP:** Many people will want to (after placing questions in a game) save it under a new name. In general this is a good idea, however the sound (.WAV) files in order to play, must be in the same folder as the game itself. So we recommend saving (SAVE AS) a new version of the game into the original TGI Excel Quiz Show Ultima folder. Alternatively, but a bit more difficult, you could copy the sound files to any folder in which you've saved a new game.

Question Description: This is a description of the question set in this game. This can be edited on the bottom of the first category (A) sheet. (For information only).

Question/Category Sheets: Three buttons (Smack in the middle of the setup screen) which show you the name for each question category in the game. Our default names are Easy, Medium, and Hard, but you can change these to reflect the type of questions you have within the category. I.e. Team Building, Team Work, and Team Trivia (16 character limit) The A, B, and C reference code is used on the single user database sheet (i.e. Wrong answers = A1, A2, B3, C10) When you click on a Category Button, it takes you to the question input area for that Category Question Sheet. As an option you can also password protect access to your training questions within each category.

Setup Team & Players Names Pop-up

Teams and Players Names

Enter team names and players names. Fill in names from top to bottom/left to right (no blanks between names). Set the # of teams playing on the Setup.

	Team #1	Team #2	Team #3	Team #4	Team #5	Team #6	Team #7	Team #8
Team Names:	Team One	Team Two	Team Three	Team Four	Team Five	Team Six	Team Seven	Team Eight
Players Names:	Player 1	Player 1	Player 1	Player 1				
	Player 2	Player 2	Player 2	Player 2				
	Player 3	Player 3	Player 3	Player 3				
	Player 4	Player 4	Player 4	Player 4				
	Player 5	Player 5	Player 5	Player 5				
	Player 6	Player 6	Player 6	Player 6				
	Player 7	Player 7	Player 7	Player 7				
	Player 8	Player 8	Player 8	Player 8				
	Player 9	Player 9	Player 9	Player 9				
	Player 10	Player 10	Player 10	Player 10				

Clear All Names Fill In Default Names NOTE: Team and players names are only used in Team Play. Close

Set Default Point Values Pop-up:

Default Point Values

Use these boxes to set the default point values for each of the three categories or levels. If you prefer, you can enter values for each question on the question sheets. Tip - a great way to have bonus points or assign different values to special questions. Make sure all entries are numbers or you will get an error while running the game.

Easy

Medium

Hard

Close

The default point Values button opens a pop-up where you can set the default point values for all questions in each of the three question sheets. They can be different or the same. If a special value is assigned for a question, it overrides the default points assigned (Special or Bonus values for individual questions can be entered on the category sheets themselves).

Change Category Names Pop-up:

Change Categories

The categories can be changed here. For Peril OR All The Way, you MUST have three categories. For example, Easy, Medium and Hard OR History, Sports and General. For the Quiz Show, if no questions are entered for a category then that category will not be available during the game even though this pop-up requires a name for each category. You are also limited to 16 total characters for each title due to the space available on the game board. ENTER YOUR CATEGORIES BELOW:

Easy Medium Hard

NOTE: If the categories do not appear correctly on the game screen, return here and try again.

Accept these Categories

The Change Categories buttons will let you change the name of the three question or category sheets. There is a limit of 16 characters per category. This is so the name can appear correctly throughout the game in various locations. Changing the category names will allow you to match the category name to the types of questions you have entered.

Other Action Buttons on Setup:

Clear All Bonus Values This clears any bonus values to the questions. Since running the Peril OR All The Way game generates special bonus values to play, this button lets you delete them if switching back to run the Quiz Show.

Let's discuss some of the options given to you on the above category question sheet. You'll note that inputting questions is as easy as simply typing into an Excel spreadsheet. You'll enter your questions in the first column, and an A, B, and C answer choice in the next three columns. In the Correct column use the drop down arrow to select the correct answer for the question. The next column over is the Sort column. After inputting your questions you may want to sort them in another order. Simply number the order in which you want them to appear, then click the Question Menu button, and finally click the "Sort questions in this category" button as shown below. The next to last column labeled Graphics File Attached to Question" allows you to import JPEG and GIF files, which will appear with that particular question during the game. You can use this feature to compliment a question with perhaps a chart or graph. Alternatively you may wish to speak to this graphic, adding additional training information after the question has been played.

Obtaining Graphic (.JPG and .GIF) files to attach to your questions:

There is a terrific feature in PowerPoint which allows you, in seconds, to convert an entire PowerPoint presentation into JPEG format. In this way you can attach appropriate PowerPoint slides to individual questions in the game. We've provided you with several such JPG files from a PowerPoint presentation we've converted to .JPG format. These include graphics which in general ask for further discussion and comment from your class on a given question. To import these into the game, and attach them to a question, do the following. From a Category Question Sheet (As depicted above) click on a cell within the column labeled "Graphic File Attached to Question". Now navigate to the folder we've provided. This, if you used our default recommendations on installation, will be located in a folder in the following path:

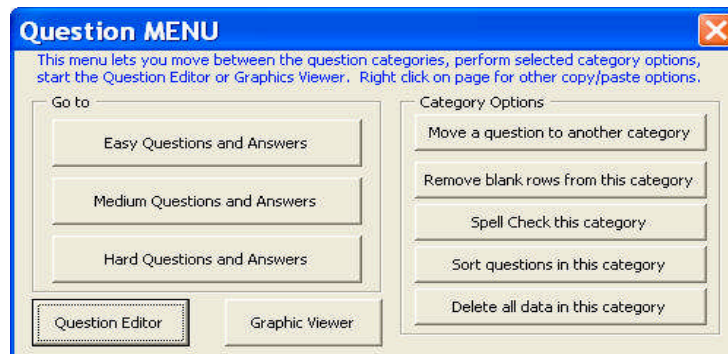
C:/Program Files/Training Games/TGIExcel QuizShowUltima/Graphics

Now select one of the JPG files in the Graphic folder and it is instantly attached to the question in that row on the Question Sheet. You may also have PowerPoint slides you'll want to convert to JPG format and attached to a question. Imagine, this will enable you to elaborate on a question that has just been presented in the game! To convert your entire PowerPoint into JPG Format simply open your PowerPoint presentation and follow these steps:

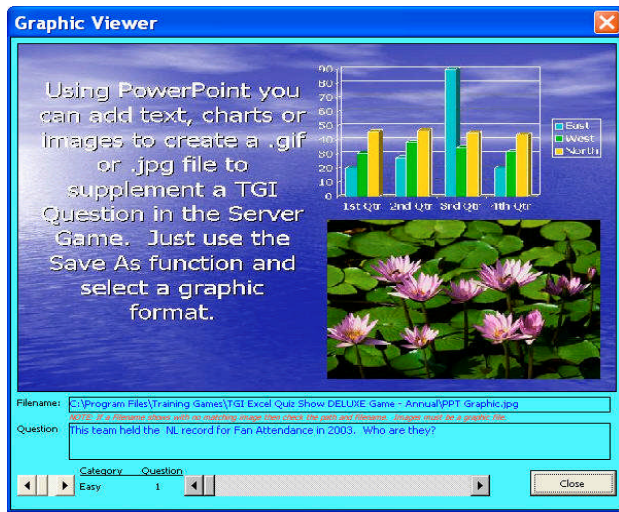
1. Let's begin by opening your PowerPoint Presentation and selecting FILE, then SAVE AS.
2. In the LOOK IN or SAVE IN box select a folder for your new graphic files
3. In the FILENAME Box type in a filename which will actually become the name of the folder containing ALL your PPT slides.
 - a. Remember the location or path for this folder as you will need to navigate to it later.
5. In the SAVE AS TYPE or FILE AS TYPE box select JPG File Interchange Format
6. Now when you click on the SAVE button (lower right corner) A pop-up box asks if we want EVERY SLIDE exported
 - a.- select Every Slide (XP) or Yes (97).
7. Another pop-up tells us that our presentation has been saved as separate JPG files in our new folder and where this folder is located.
8. Now close your PowerPoint presentation and return to the Category Question Sheet in the TGI Excel Quiz Show Ultima Game.
9. Your ready to click on the "Graphic File Attached to Question". Column and import a graphic from the PowerPoint JPG files you've just created. It is that simple.

The last column allows you to change the point value for an individual question. You can see the default value for questions on this category question sheet is 100. Placing a value of 150 in this column next to the appropriate question, will make this a BONUS question and it will be so designated when you, re playing the game.

Let's take a look at your options on the Questions Menu also pictured below:



1. Go to buttons - Allow you to move to the different category question sheets in the game.
2. Question Editor - This is a small application within the game that allows you to easily enter questions. Below you can view a picture of the Questions Editor.
3. Graphic Viewer - After inserting multiple graphic files we wanted to give you a means of seeing the question with the particular graphic it has been paired with. Pictured below.
4. The "Move a question to another category" does exactly that, but this functionality is only available on the TGI Questions.XLS file.
5. The "Remove blank rows from category" removes blanks rows which might occur if you decide to delete a particular question.
6. "Spell Check this category" button checks spelling for the current category question sheet.
7. "Sort questions in this category" button rearranges the questions according to how you have numbered them on the question sheet itself.
8. "Delete all data in this category" button is a quick way to erase all the questions in one category and begin with a blank sheet.

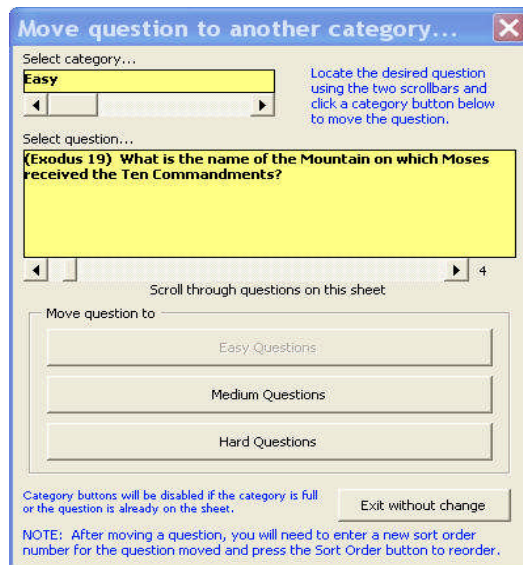


Writing and then importing questions from the blank TGI Questions. XLS file provided with the game:

There are a few slight differences in writing questions into the blank TGI Questions.XLS file. This file will be located in the same folder as the TGI Excel Quiz Show Ultima. XLS game file. If you accepted our default settings on installation it will be located in your: **C:/Program Files/Training Games/TGIExcelQuizShowUltima. XLS** directory/folder

The reason for providing a separate file to maintain your questions in, is to allow you to import the same questions into different TGI games OR maintain several different question sets which you can import into the same game. In many cases, this is easier than maintaining a complete separate copy of the game with different questions.

One unique function of the TGI Questions.XLS file is the ability to move questions between categories. Click on the "Move questions to another category" button to display the below screen.



The TGIQuestions.XLS files can be imported into ANY TGI Game Product from the game's setup screen.

Purchasing and then importing TGI questions sets into the game:

Training Games Inc. also has developed professionally written question sets for popular training topics. Sets include topics such as Diversity, Customer Service, Sexual Harassment, Leadership, Selling, and many more. TGI Question sets can be easily imported into ANY TGI Game Product from the game's setup screen. Click here to see all the available question sets from TGI.

Team and Individual Play Game Overview:

Main Game Screen:

The main game screen features a large 'Quiz Show' title and a host character. At the top, there are four buttons: 'Start New Game', 'Next Question', 'Setup', and 'Rules'. A 'Score Board' icon is also visible. A callout box at the top right states: 'All the control buttons are across the top of the game screen.' Below this, a box explains the 'Rules' button: 'Opens the Rules pop-up to show your players the rules.' Another box explains the 'Score Board' button: 'Toggles the scoreboard on and off to show your players their scores and options left during a game.' A box explains the 'Setup' button: 'Click to open the chalkboard or flipchart to keep notes.' A box explains the 'Start New Game' button: 'Starts a new game. Resets all counters, clock and opens pop-ups to select the game to start.' A box explains the 'Next Question' button: 'This presents the questions and is used through out the game.' A box explains the host name: 'The host name can appear here if entered into the Setup.' A box explains the 'Host' button: 'Clicking on the Host allows you to select a new host for your game. Choose from one of four different hosts.'

Start New Game Option:

The 'Start New Game Option' screen is titled 'Select Team or Single Player Game'. It is divided into 'Team Play Options' and 'Single Player Options'. Under 'Team Play Options', there are buttons for 'Team Quiz Show' and 'Team Peril'. A 'Game Setup' button is located between them. Under 'Single Player Options', there is a 'Single Player Challenge' section with three options: 'The Rookie' (Gets 75% correct), 'Tough to Beat' (Gets 85% correct), and 'The Champ' (Gets 90% correct). Below this is an 'All The Way' button. On the right side, there is a 'CURRENT SETUP' table:

Double Options:	2
50/50 Options:	3
Question Order:	Sequential
Response Mode:	Normal
Clock Set:	00:00:00
No. of Teams:	3

Below the table, there is a 'NOTE: Starting the Team Quiz Show OR the Single Player Challenge games will delete all bonus values if you have 18 bonus values assigned. This is to remove any bonus values assigned by playing the Peril OR All The Way games.' and another note: 'Starting the Team Peril OR All The Way games will assign special bonus values to the first 6 questions on each of the question category sheets (18 total). If you have assigned special bonus values for questions to be used while playing the...'

When you press the Start New Game button this pop-up appears. When the pop-up first appears, it will be smaller hiding the Current Setup and notes that appear on the right side. Pressing the More > button will reveal this data. From this box, you can press the Game Setup button to change any options before playing.

The Team Quiz Show and Team Peril buttons will start one of the 2 team games.

Pressing one of the Single Player computer opponents will start the Single Player Challenge game, and pressing the All The Way button will start this game.

When a game is started, all the internal counters, clock and other items will be reset. A colorful starting screen will appear with some neat sounds.

If a single user game is selected, a pop-up will appear which asks the user to log-in to the database. These games will be logged.

The Question and Answer Screen:

The 'Question and Answer Screen' shows a question for 'Team Two'. The question is 'Easy Question 2'. There are buttons for 'Graphic Attached', '50/50 Option', 'Double Option', 'Musical Pause', and 'Continue'. Below the question are three answer options: 'A Answer A', 'B Answer B', and 'C'. A blue background highlights 'A Answer A' and the text 'THE CORRECT ANSWER IS 'A'' is displayed. At the bottom, there is a 'Bonus Value' section showing 'Value for this Question: 200' and 'Player: Player 2'. Callouts explain: 'When a question is presented, it appears on this screen.' 'These buttons will appear and disappear depending upon the situation and options available.' 'The red A, B or C buttons are where you will press to select your players answer to the question presented. They will disappear when answered.' 'When a question is answered, the correct answer will appear with a blue background. Pressing the Continue button will return you to the main game screen.'

Across the bottom is the value for this question and a players name. This can be the player responsible for answering or leading the team to an answer.

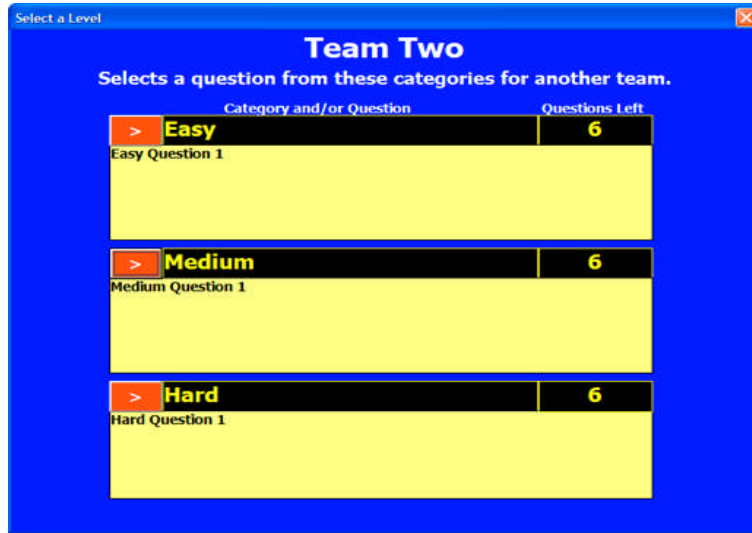
The Quiz Show First Pop-up:

When a Team Quiz Show is started, this pop-up will appear. It names a team that is NOT up to select a question for the team that is up to answer. This gets more people involved in your game. If the game is played in Random Question mode, then the category appears and not the question.

Note that the pop-up also tells how many questions are left in each category. This can be used as strategy by the team selecting the question or category.

This pop-up does not appear when playing a single user Quiz Show game. The questions are presented in order.

When a red button is pressed, the question appears.



The Peril Game First Pop-up:



When playing the Peril game, this pop-up appears before each question. The team that is up, selects a value button to answer a question.

Note that for any used questions, the button disappears.

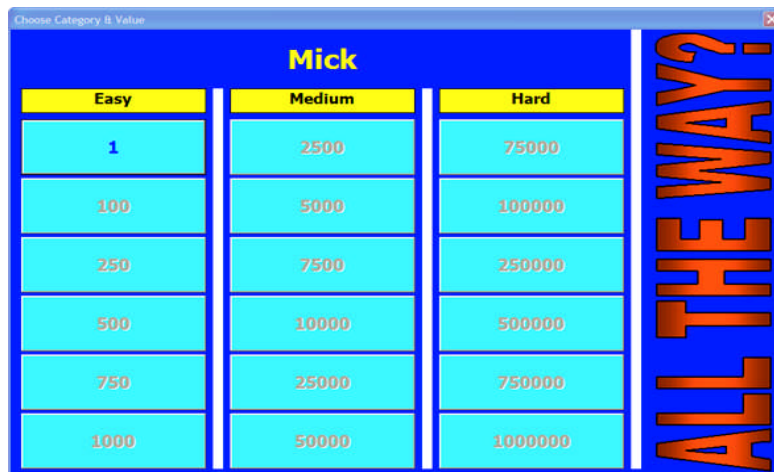
When a blue button is pressed, the question appears.

The All The Way First Pop-up:

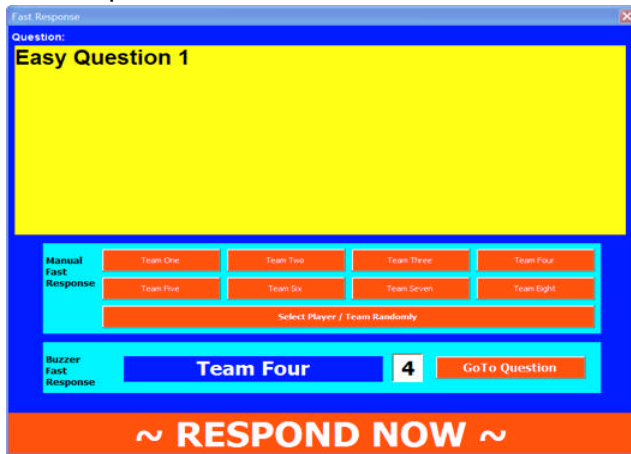
When playing the All The Way game, this pop-up appears before each question. Only one button is active, the user must select that button to proceed. This is the value they are playing for.

The object of this game is to see how far you can go before you get a wrong answer. One wrong answer and the game is over.

When a blue button is pressed, the question appears.



The Fast Response Mode:



When you are using the fast response mode for a game, this box appears just before the question. It contains the question and two ways to use a fast response mode.

MANUAL: If you do not have a buzzer system, have your people raise their hands or a card, or shout their team name, whatever you like. When you have determined which team gets the question then press the team name in the Manual Fast Response area; and the full question will appear. The manual fast response also works with stand alone buzzer systems. After a player has buzzed in on the system, just press the team button to start the question.

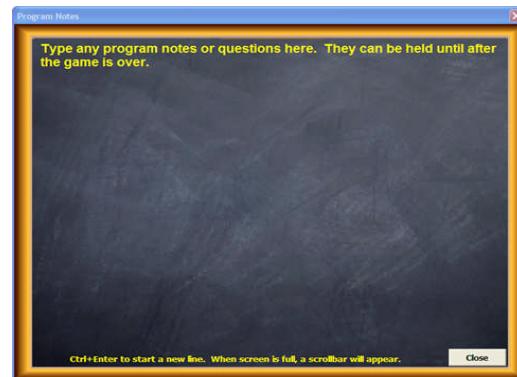
BUZZER: If you have a USB buzzer system connected, when this screen appears, your people should buzz in. The first team to buzz in will appear in the Buzzer Fast Response area. Click the Set Team button to advance to the full question.

NOTE: On most systems, you have to have the Num Lock key set for the buzzer to work.

Program notes or question chalkboard:

Clicking on the flip-chart icon located below the Scoreboard on main game screen will open this pop-up box. It can be used to make notes or record questions during the game play. Use it like any chalkboard or flipchart you might have in the room. Just click on the chalkboard and type your comments. Ctrl+Enter will start a new line. This data will be saved until you delete it.

After your program, it can be copied and pasted out of the pop-up box if desired. Or if it is questions that your people had during the game, they can be deleted when answered at the end of the game. Also the print button will print out the contents if a printer is hooked up. It can also be used to make any notes that you want to pass on to your people before the game.



Final note for Facilitators:

This program has many options. They are designed to enhance your players involvement and attention. The overall format of the program is also designed to be wide open and give you maximum flexibility when using it. The game host or hostess should feel free to be creative with game rules and how the games are used in your training situation. Have fun with it and the process.