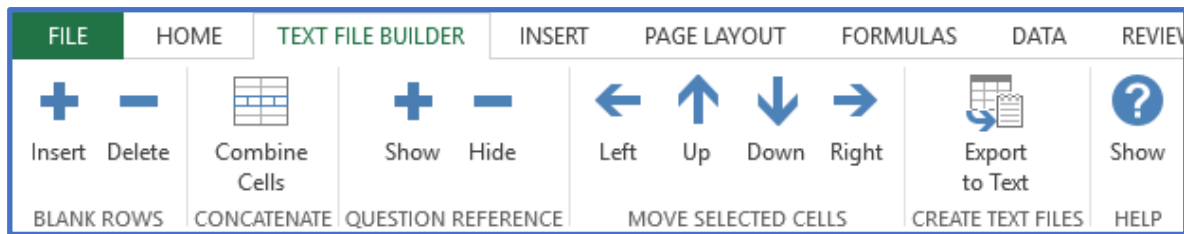# Excel Text File Builder – Quiz Show Premium Help

<mark>OVERVIEW</mark>

This text file builder is designed to make it easy to create text files for quickly importing your questions and answers into the Quiz Show Premium game. Typing your questions into a game, or for that matter, even using copy/paste to get questions/answers into a game, can be time consuming. We'll give you a step by step explanation of how to use the Text File Builder to make importing questions a snap!

In general it is a four step process:

1. Step 1: Copy and paste your questions and answers from any available source (i.e. – Internet, Word or text documents) into the Text File Builder (Excel Macro Enabled File).
2. Step 2: Correctly format the questions/answers within the Text File Builder (Detailed below).
3. Step 3: Use the Text File Builder to (with one click) export the data as a text file.
4. Step 4: Import the newly created text file into the Quiz Show Premium game.

<mark>STEP ONE</mark> - Copy and paste your questions and answers: Using any available source, copy and paste ALL your questions and answers into the Excel file (xl Text File Builder-Quiz Show Premium.XLSM – A Microsoft Excel Macro-Enabled Worksheet). Beginning in cell A1, you'll copy your questions/answers all within and down the A column. Of course, copying from different applications into Excel you may find that some of your data has copied into columns other than the A column and left unwanted blank rows throughout.

<mark>STEP TWO</mark> – Formatting Your Questions/Answers: Obviously for your questions and answers to be placed correctly after they are imported into the game, we'll need to move them into the correct positions on the spreadsheet (basically Column A). The format we are looking for is quite simple; beginning at cell A1 we'll want our questions, followed by and answer (in cell A2), followed by a second question (in cell A3), and a second answer (in cell A4) and so on down the work sheet. If we have 60 total questions, our question and answer data will naturally fit into cells A1 to A120. Note: The game may also contain a Final Jeopardy Question. This is the one in which all teams play for points at the very end of the game. We use cells A121 (The Category), A122 (The Final Questions, and A123 (The Answer) within the xl Text File Builder-Quiz Show Premium file for this information.

Note: You can import as many or as few questions as you need for any one game. Maximum questions are 30 for board 1 and 30 for Board 2 plus the final question.
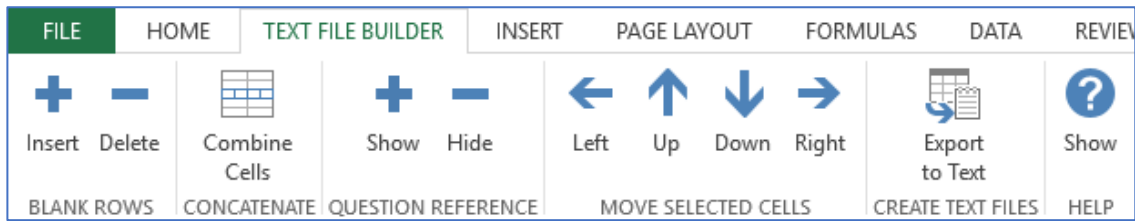
After opening the Text File Builder file you'll notice a new tab (shown above) on your Excel ribbon bar entitled "TEXT FILE BUILDER". On and within this tab we've placed various function tools to assist you in achieving the data format we've described above. These functions are entitled Insert/Delete (Blank Rows), Combine Cells (Concatenate), Show/Hide (Question Reference), Left, Up, Down, Right (Move Selected Cells), Export to Text (Create Text File) and finally Help. We've described each of these functions below.

BLANK ROWS

These two buttons will either add or delete blank rows in any **selected** range.

IMPORTANT: YOU MUST SELECT A RANGE OF CELLS BEFORE PRESSING ONE OF THESE BUTTONS.

The Add button will add a blank row below any of the cells in your selected range that contain data. This is helpful if you have data in columns other than A because, remember, you'll need to move this data into column A. The Move Cell buttons will also help here and are described below.

The Delete button will delete any blank rows in the selected range of cells. This will come in handy for instance when the data you initially paste into our worksheet contains unwanted rows between question and answers. If you delete blank rows and have the Question Reference showing, you will have to hide and reshow Question Reference to correct the headings.

CONCATENATE

The combine cells button is also helpful when formatting multiple-choice questions and answers. We often find that when copy/pasting multiple choice (A., B., C., D.) questions the answer choices fall in separate Excel cells, and often within columns other than column A. To achieve our prescribed format you'll want to combine the (A – D) answers into the question text itself. This can be done by selecting the cells that contain both the question and possible multiple choice answers, and clicking on the Combine Cells function. This will add all choices (A – D) to the end of your question, even if the various choices were located in different columns on your worksheet (i.e. – Your question is in cell A5, while the multiple choice answers are found scattered. The A choice is in cell B7, the B choice is found in C8, the D choice in D10 and the D choice found in E11).

Here's a before and after look.
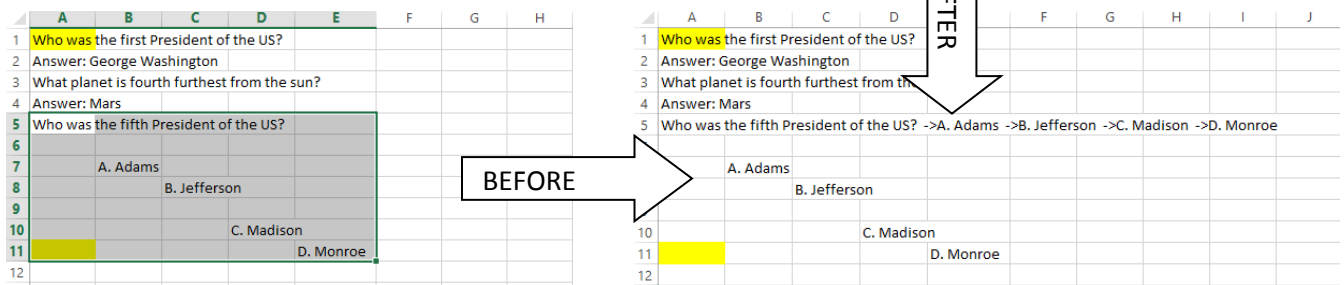
   Finally you'll need to manually delete the old scattered A – D choices by selecting the range they are found in and clicking delete.

This combining function can also work well when grouping answers with any additional Information text found in separate cells.

SHOW/HIDE – Question References

The Quiz Show Premium game has two boards with a total of 60 questions on the 2 boards and one Final Question. If you wanted to use all 60 questions and have a Final Game Question, you'd use a total of 123 cells in column A (Two rows for each of 60 questions/answers and 3 rows for the Final Question (Category/question/answer)). If using just one board and 30 questions with no Final Question; you would use the first 60 cells in column A for your questions and answers.

The Quiz Show Premium Game however will allow you to use any board configuration you desire. For example, below we've configured our first or regular board (1 – 30 questions) in a sort of "W" configuration. Here we deactivated several question buttons on the board. However, if importing questions it might be difficult to know which questions corresponded to which button on the board!

That's why we've created a (Show/Hide) reference chart, which tells you both the category and question number for the question/answer combination (shown below).

When you click "SHOW" the reference chart appears (within column A and shown right). When you click "HIDE" it disappears and effectively moves your questions/answer back into column A (where we want them). There are normally 5 question/answer combinations under each category within the game. In the game board above you'd want to ensure you had a question/answer combination in Category 1 (Leading) and question/answers 1 & 2 (For 200 and 400) but skip question/answers 3 - 5. In this regard

your question/answers would be placed in cells A1 through A4 (also shown above).

If you attempted to create (by creating on the Export to Text button) the text file while the reference chart is still visible in column A, we automatically close it for you before creating the file so that the reference information in NOT imported into the game.

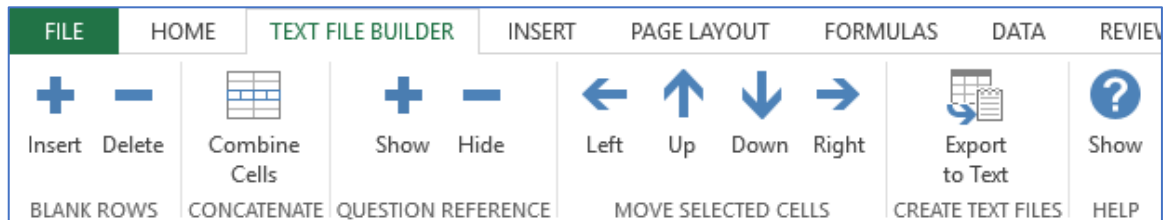Color coding for the Question Reference:

Green = All possible cells for the Question Reference.
Yellow = First Question of each category
Blue = Last answer of each category

Note: We might also suggest, where no question/answer combination is being used for your board configuration, that you enter "No Question & No Answer" within those A column cells (shown below). In this way, if you are importing questions into a game that already has questions in it, all questions/answers will be over written, and there is less chance of confusion.

MOVE SELECTED CELLS

The four arrow buttons (shown above) will allow you to move the active cell or selected range of cells around on the sheet. This is perfect for moving an answer in any other column/row under the correct question in column A. Remember you can always add and delete wanted or unwanted rows by clicking either the insert or delete button found in the Blank Rows section. **When moving cells however it is important to note that if you move data into cells which contain other data, the original data will be over written.**

Here's a quick summary of the formatting we just discussed:

1. Use the range of cells A1 – A123, for your Quiz Show Premium game
2. All data must be in column A prior to creating your text file.
3. The correct format requires a question followed directly by its corresponding answer below it. Blank Question/Answer rows are okay however you may want to fill such blanks with "No Question" or "No Answer"
4. Rows can be inserted/deleted from a selected range of cells
5. Cells can be moved and combined using the file formatting tools

STEP 3 – CREATING THE TEXT FILE

After you have moved all your data into Column A as described above, the Create Text File (Export to Text) button will instantly create the text file, ready to be imported into the Quiz Show Premium game.

When this pop up appears, you can name and place your newly created text files in any folder of your choice. Again the text file is created from the information in column A for the active worksheet. You may also create multiple worksheets with different questions/answers within the same Excel file; a good way to keep organized.
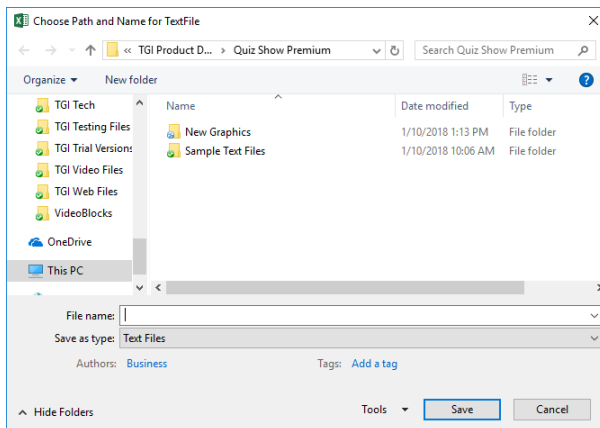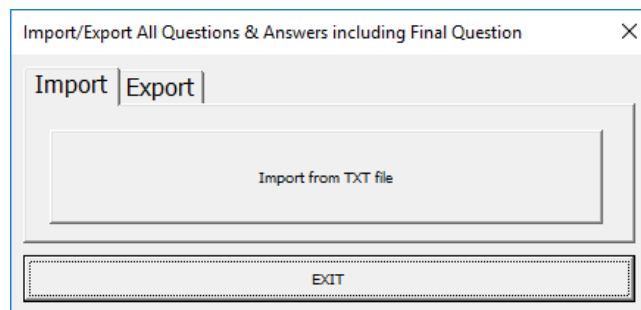
Now open the Quiz Show Premium Game and from the Quiz Show Premium tab click on Questions and Answers (Import/Export).
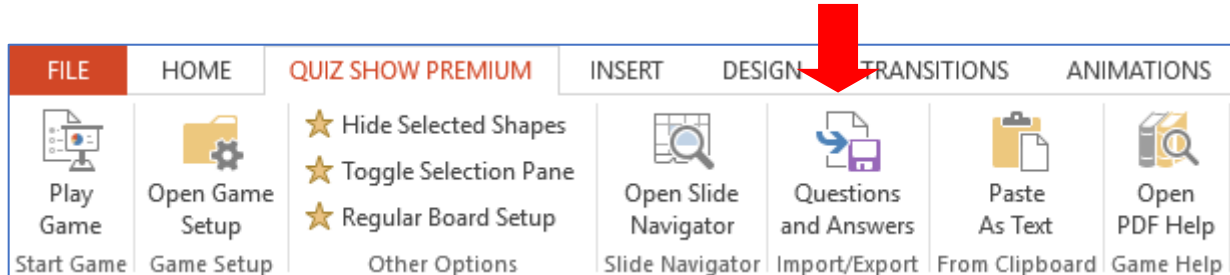
The Quiz Show Premium game will both import and export text files with your questions and answers. To import click the Import from TXT file button (shown below).

You'll now see that all your question/answers have been imported and formatted into the game.
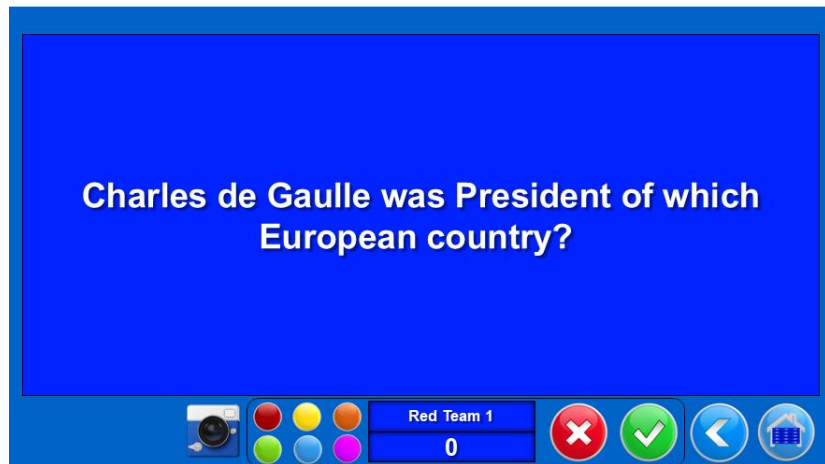
Thank you for purchasing the Quiz Show Premium game. If you have other questions please contact us at support@training-games.com.