

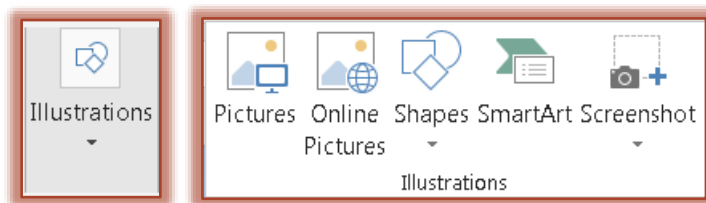
## Smart Art

This type of graphic is a visual representation of information that can be created quickly and easily. Smart Art can be created using Word, Excel, PowerPoint, and in an Outlook e-mail message. Smart Art graphics can be copied and pasted into Office versions earlier than Office 2010. However, they cannot be created in the earlier versions.

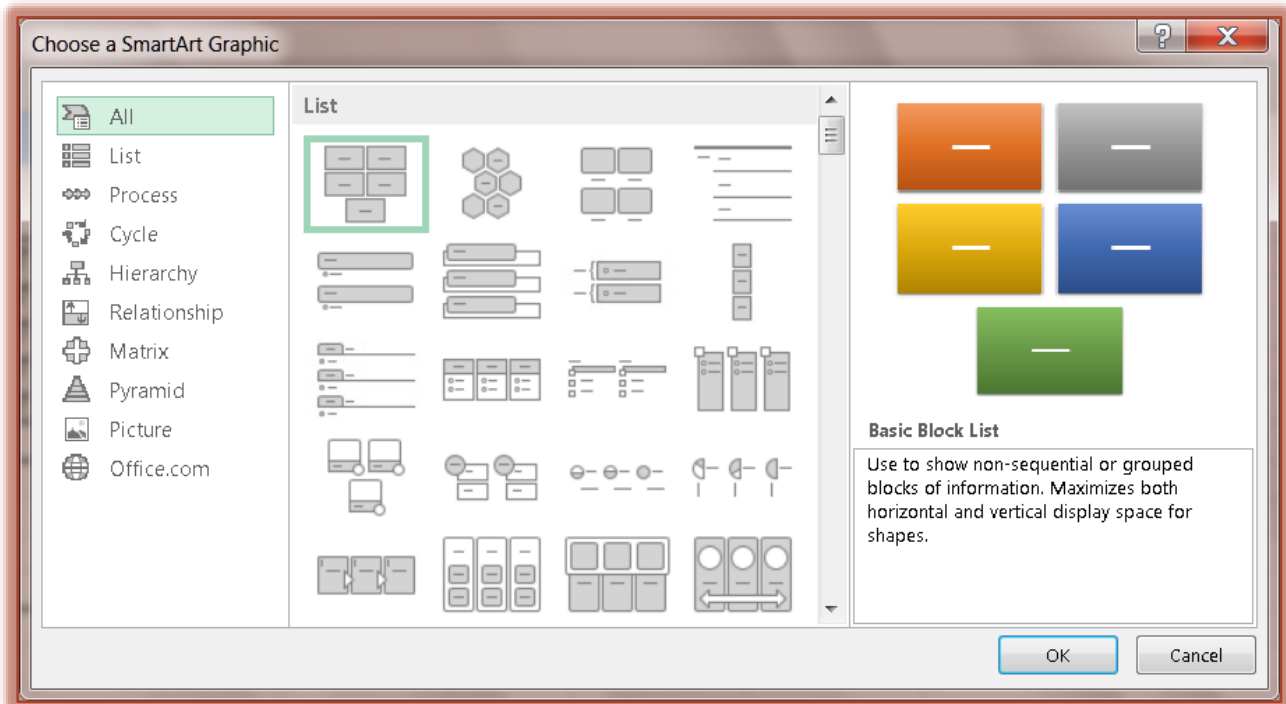
When a Smart Art graphic is created, a prompt asking for the type of graphic to create appears. A type is similar to a category of graphics. Within each of these types, there are several different layouts. After a layout is chosen, it is possible to change the layout. Most of the text and other content, such as colors, styles, and text formatting, are automatically carried over to the new layout. These features can also be changed for each graphic.

### CREATE SMART ART GRAPHIC

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Smart Art** button.



- ✦ A gallery of **Smart Art** graphics will appear (see illustration).

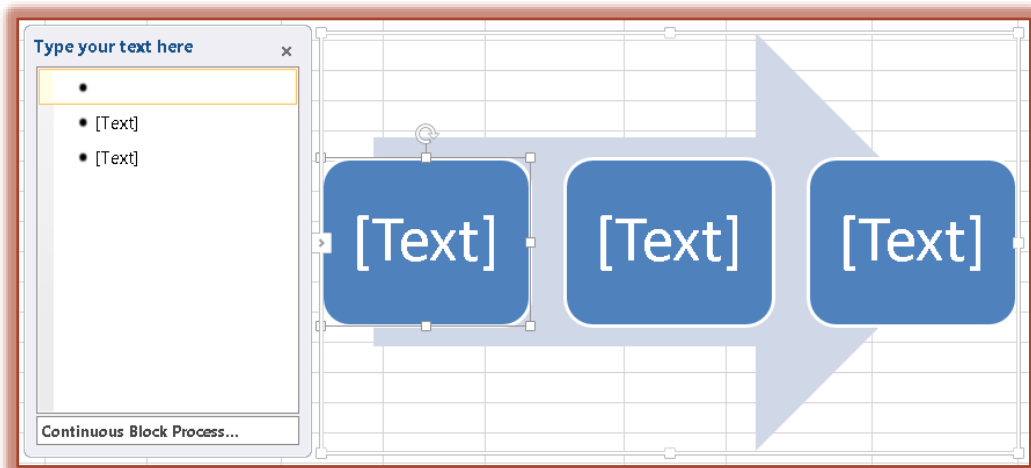


- ✦ The table below provides a description of each of the graphic types.

Graphic Type	Purpose of Graphic
All	This option provides a gallery of all the Smart Art graphics that are available. For a list of layout names and descriptions of each of the SmartArt types, go to <a href="#">Description of SmartArt graphics</a> . A list of each layout type will display. Click the link to display a list with a description of graphics for the selected type.

Graphic Type	Purpose of Graphic
<b>List</b>	This type of graphic is used to show non-sequential information. This type of SmartArt groups information that does not follow a step-by-step or sequential process. These layouts usually don't have arrows or a directional flow.
<b>Process</b>	Choose this graphic type to show steps or stages in a process or workflow. This layout should be used to show steps or phases that follow one another to produce a result. A process in vertical steps, horizontal steps, or a bending combination are shown with this layout.
<b>Cycle</b>	To show a circular or repetitive process, choose this layout. These layouts can be used to show teaching cycles, repeated or ongoing processes, such as a continuous writing and publishing cycle, or a performance review cycle.
<b>Hierarchy</b>	Use this graphic type to show a decision tree, a family tree, a family of products, or to create an organizational chart.
<b>Relationship</b>	To show conceptual relationships or connections between two or more sets of things, select these layouts. A good example of a Relationship layout is a Venn diagram. This diagram shows how areas or concepts overlap and come together at a center intersection.
<b>Matrix</b>	This type of graphic is used to show how parts relate to a whole or to a central concept. Choose these layouts if four or fewer key points are to be presented and a large amount of text is to be used.
<b>Pyramid</b>	Choose this type of graphic to show the proportional or hierarchical relationships that typically build upward. These layouts work best with information that is to be shown from top to bottom or from bottom up.
<b>Picture</b>	These layouts are used when a picture needs to be used to convey a message with or without explanatory text. They can also be used to complement a list or process.
<b>Office.com</b>	This area provides additional layouts from the Office.com Web site. These layouts are updated periodically with new layouts.

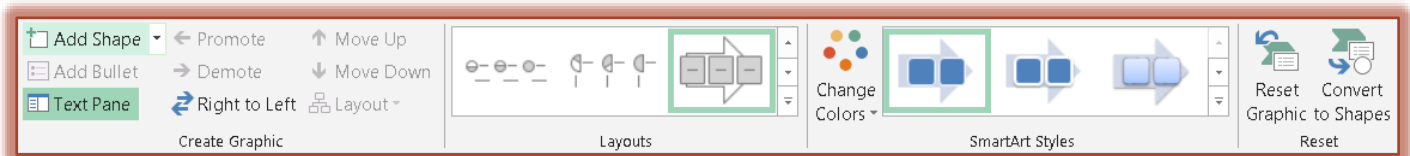
- ✦ Click one of the **Categories** in the left frame to select it.
- ✦ Click one of the **Graphics** in the middle frame to select it.
- ✦ A diagram of the graphic will appear in the right frame.
- ✦ Click **OK** to insert the graphic into the document.
- ✦ The graphic will appear in the worksheet (see illustration below).



- ✦ To display the Text Pane, click the arrow on the left side of the image.
  - ⊗ The Text Pane is the area where the labels for the boxes can be input.
  - ⊗ It is also possible to input the information directly into each text box.
- ✦ In the **Text Pane** in the left frame (see illustration above left), click the first text box.
- ✦ Input the information that should go into the first box.
- ✦ The information will appear in the Text area of the image.
- ✦ Click each of the text boxes to input the appropriate information.
- ✦ To add additional boxes, press the **Enter** key on the keyboard.
- ✦ To change the level, do one of the following:
  - ⊗ To move in one level, press the **Tab** key.
  - ⊗ To move back one level, hold down the **Shift** key and then press the **Tab** key.
- ✦ As text is entered into the **Text Pane**, the text will appear in the graphic.
- ✦ The size of the text will change to accommodate the entry.

### SMART ART GRAPHICS DESIGN TAB

After a graphic has been created, it is possible to make format changes. This is done by using the **Smart Art Tools** tab. In this area, it is possible to choose from **Design** and **Format**. The table below provides a description of each the groups and buttons on the **Design Tab**.

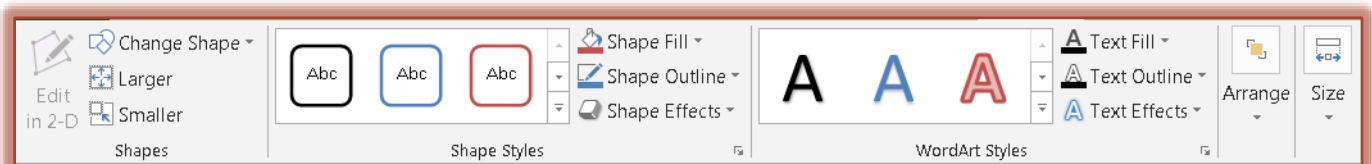


Group/Button	Description
<b>Create Graphic Group</b>	This group is used to add additional shapes to the graphic, to make changes to the layout, and to display the text pane.
<b>Add Shape</b>	Click this button to add a new shape to the graphic. When the button alone is clicked, a new shape will be added below the selected box.
<b>Add Bullet</b>	To add a bullet to the graphic, click this button. This feature is only available if the graphic supports the use of bullets.
<b>Text Pane</b>	To toggle between displaying the Text Pane and not displaying the Text Pane, click this bullet.
<b>Promote</b>	This button is used to change the level of the selected bullet or shape. One of the shapes in the graphic must be selected in order to activate this button.
<b>Demote</b>	Use this button to change the level of the selected bullet or shape. One of the shapes in the graphic must be selected in order to activate this button.
<b>Right to Left</b>	Use this button to switch the orientation of the graphic from right to left and left to right.
<b>Move Up</b>	This button is used to move the selection forward in the sequence. One of the shapes in the graphic must be selected in order to activate this button.

Group/Button	Description
<b>Move Down</b>	To move the selection backward in the sequence, click this button. One of the shapes in the graphic must be selected in order to activate this button.
<b>Layout</b>	Click this button to change the branch layout for the graphic. This feature is only available when an organization chart is created.
<b>Layouts Group</b>	To change the layout for the graphic, use this group.
<b>Layout Gallery</b>	Click this button to change the layout for the graphic. The arrows at the end of the gallery are used to move between rows.
<b>More Button</b>	This button is used to show additional layouts for the graphic. It appears at the bottom of the arrows on the right side of the gallery.
<b>Smart Art Styles Group</b>	To change the style for the Smart Art, use this group. In this group, it is possible to change the colors and the style.
<b>Change Colors</b>	To change the color of the shapes in the graphic, click this button. A gallery of different options that are available for the chosen theme will appear. Move the mouse pointer over each of the items to see a Live Preview of the color.
<b>Styles Gallery</b>	To select a different style for the graphic, click one of the styles in the gallery. To see additional styles, click the top and bottom arrow on the right side of the gallery.
<b>More Button</b>	Click this button to display all the styles at one time. Move the mouse pointer over each one to see a Live Preview of each style.
<b>Reset Group</b>	This group is used to set the graphic back to its original format and to convert the graphic to a shape.
<b>Reset Graphic</b>	When this button is clicked, all the changes that were made to the Smart Art graphic will be discarded. The graphic is returned to the original format.
<b>Convert to Shapes</b>	This feature is used to convert a SmartArt graphic into shapes so that each shape can be moved individually.

### SMART ART GRAPHICS FORMAT TAB

After a graphic has been created, it is possible to make format changes. This is done by using the **Smart Art Tools** tab. The table below provides a description of each the groups and buttons on the **Format Tab**.



Group/Button	Description
<b>Shapes Group</b>	This group is used to change the shapes within the graphic.
<b>Edit in 2-D</b>	Click this button to edit a 3-D graphic in 2-D. This feature is only available if a 3-D style has been applied to the graphic.
<b>Change Shape</b>	This button is used to change the shape in a graphic. The shape must be selected before this feature will activate.
<b>Larger</b>	To increase the size of a selected shape, click this button.

Group/Button	Description
<b>Smaller</b>	Click this button to decrease the size of a selected shape.
<b>Shape Styles Group</b>	To change the style attributes for the graphic, use this group.
<b>Styles Gallery</b>	To change the style of a selected shape, click this button. If the shape is not selected, this option will not be available.
<b>Shape Fill</b>	Click this button to fill the selected shape with a solid color, gradient, picture, or texture.
<b>Shape Outline</b>	To change the line color, width, and line style; click this button.
<b>Shape Effects</b>	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to a selected shape.
<b>Format Shape: Shape Options Dialog Box Launcher</b>	To make additional changes to the shape, click this button. The Format Shape Task Pane will display with the Shape Options pane selected. This button is located in the bottom right corner of the Shape Styles Group.
<b>WordArt Styles</b>	When WordArt has been inserted into a Worksheet, this group is used to apply different formatting attributes.
<b>Styles Gallery</b>	To apply a new style to the selected text in a shape, click this button. Click the <b>More</b> button to display additional styles.
<b>Text Fill</b>	Click this button to fill the selected text with a different color, gradient, picture, or texture. The text must be selected for this option to work.
<b>Text Outline</b>	To change the line color, width, and line style of the selected text, click this button.
<b>Text Effects</b>	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to the text. The text must be selected for this option to work.
<b>Format Shapes: Text Effects Dialog Box Launcher</b>	To make changes to text properties, click this button. The Format Shape Task Pane will display with the Text Effects pane selected. This button is located in the bottom right corner of the WordArt Styles Group.
<b>Arrange</b>	This group is used to apply options such as alignment to a graphic. When the list arrow is selected, a ribbon of commands will appear.
<b>Bring Forward</b>	Use this button when an image is behind another image and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward, Bring to Front, or Bring in Front of Text.
<b>Send Backward</b>	When an image appears on top of another image and needs to be sent to the back of the image, click this button. Click the list arrow to select from Send Backward, Send to Back, or Send to Back of Text.
<b>Selection Pane</b>	This button is used to display the selection pane. In this pane, it is possible to select different objects and/or rearrange the order of the objects.
<b>Align</b>	In order to align a group of images at the top, bottom, right, or left, click this option. If only one image is selected, the image will be arranged to the specified location on the page.

<b>Group/Button</b>	<b>Description</b>
<b>Group</b>	This option is used to combine a group of images so they can be formatted as one image. With a SmartArt image, this button can be used to Ungroup the image.
<b>Rotate</b>	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
<b>Size</b>	To change the height and width of the graphic, click this button.
<b>Height</b>	This option is used to change the Height of a shape. To change both the Height and the Width at the same time, change the Height then press the Enter key. The Width will change as well.
<b>Width</b>	Use this option to change the Width of the shape. To change the Height at the same time, input the Width and then press the Enter key. To change just the Width, input the Width then click within the worksheet.
<b>Size and Properties Task Pane Launcher</b>	To display the Format Shape: Size and Properties Task Pane, click this button. This Task Pane can be used to change the size of the shape as well as to change other properties for the shape.