

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.

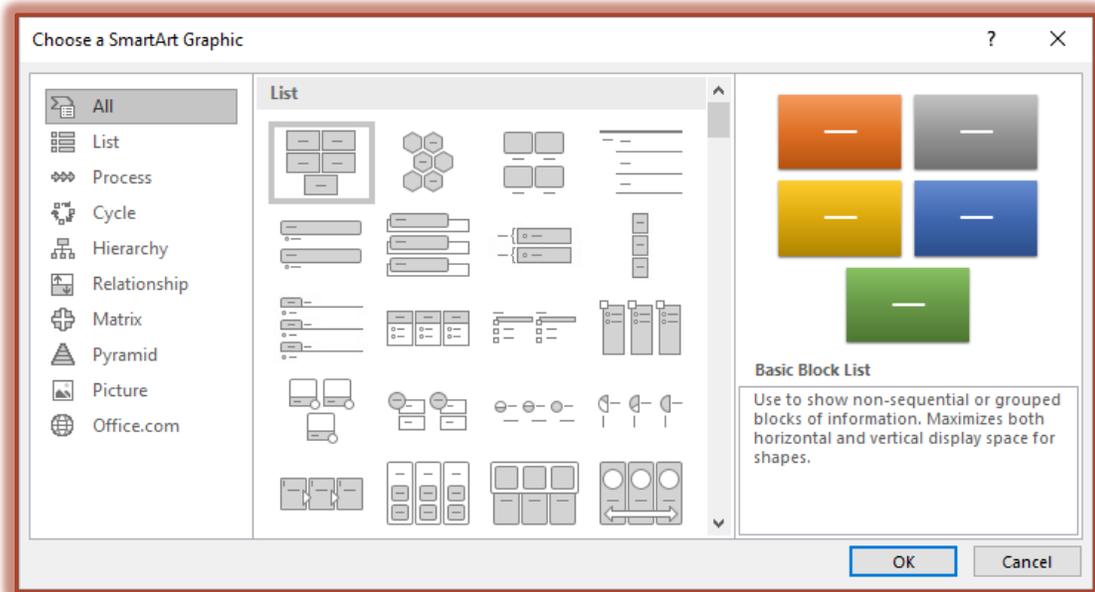
When a Smart Art graphic is created, a prompt asking for the type of graphic to create appears. A type is similar to a category of graphics. Within each of these types, there are several different layouts. After a layout is chosen, it is possible to change the layout. Most of the text and other content, 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.



- ✦ The **Smart Art** graphics window will appear.

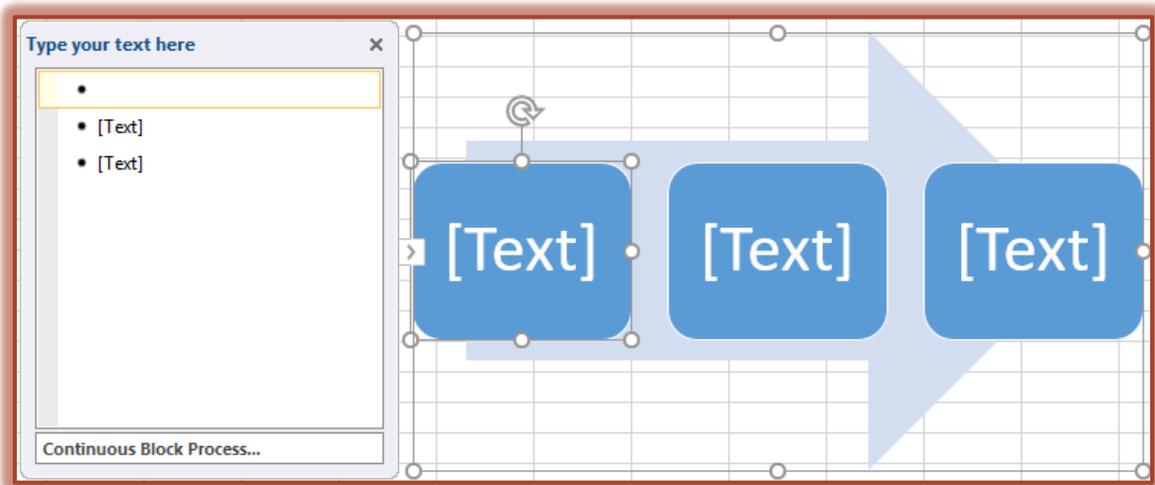


- ✦ The table below provides a description of each of the graphic types.

Graphic Type	Purpose of Graphic
All	This option provides a gallery of all the Smart Art graphics that are available.
List	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.
Process	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

Graphic Type	Purpose of Graphic
	produce a result. A process in vertical steps, horizontal steps, or a bending combination are shown with this layout.
Cycle	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.
Hierarchy	Use this graphic type to show a decision tree, a family tree, a family of products, or to create an organizational chart.
Relationship	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.
Matrix	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.
Pyramid	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.
Picture	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.
Office.com	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.

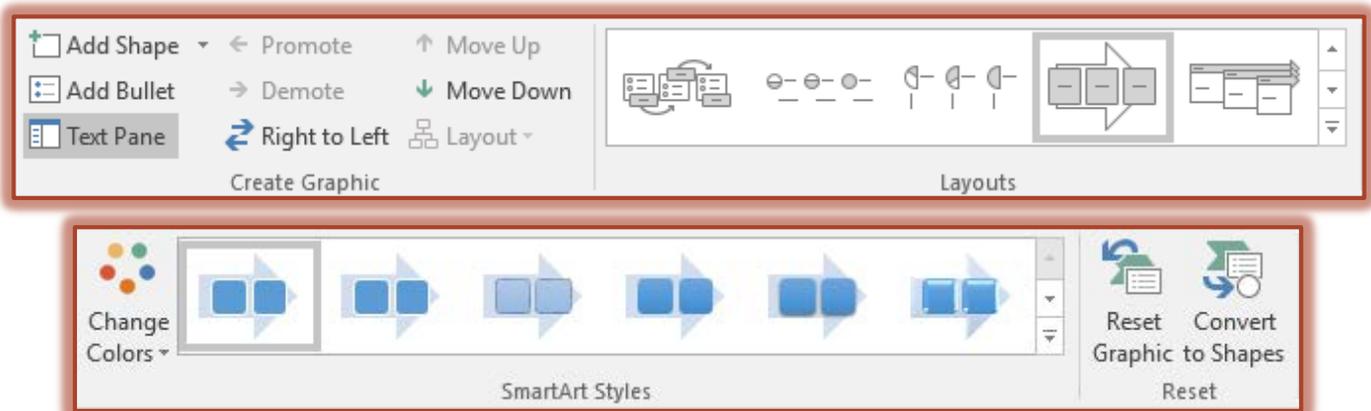


- ✦ To display the Text Pane, click the arrow on the left side of the image.
 - ⊗ The Text Pane is the area where the labels for the boxes can be input.
 - ⊗ It is also possible to input the information directly into each text box.
- ✦ In the **Text Pane** in the left frame, click the first text box.

- ✦ 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**.

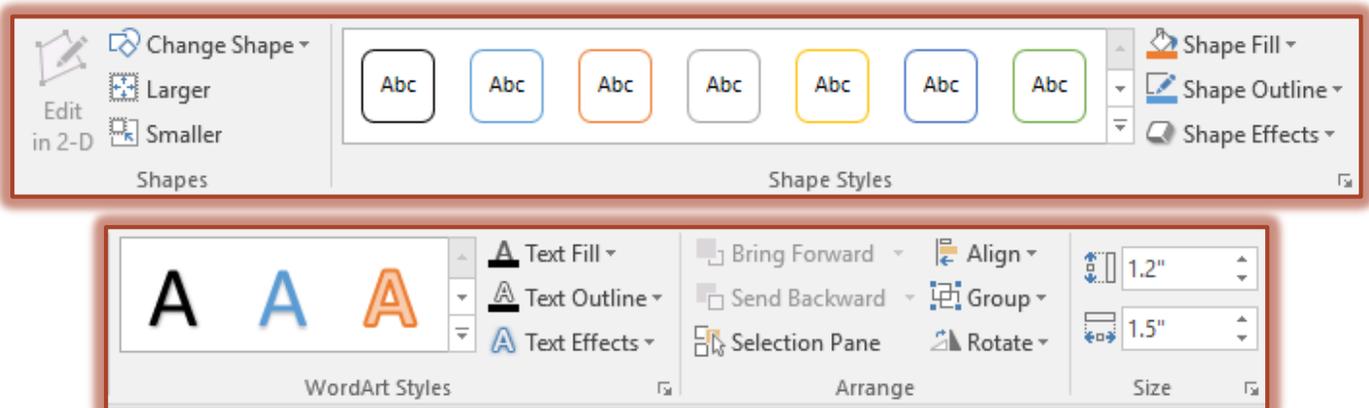


Group/Button	Description
Create Graphic Group	
Add Shape	Click this button to add a new shape to the graphic. When the button alone is clicked, a new shape will be added below the selected box.
Add Bullet	To add a bullet to the graphic, click this button. This feature is only available if the graphic supports the use of bullets.
Text Pane	To toggle between displaying the Text Pane and not displaying the Text Pane, click this bullet.
Promote	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.
Demote	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.
Right to Left	Use this button to switch the orientation of the graphic from right to left and left to right.
Move Up	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.
Move Down	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.
Layout	Click this button to change the branch layout for the graphic. This feature is only available when an organization chart is created.

Group/Button	Description
Layouts Group	
Layout Gallery	Click this button to change the layout for the graphic. The arrows at the end of the gallery are used to move between rows.
More Button	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.
Smart Art Styles Group	
Change Colors	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.
Styles Gallery	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.
More Button	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.
Reset Group	
Reset Graphic	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.
Convert to Shapes	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
Shapes Group	
Edit in 2-D	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.
Change Shape	This button is used to change the shape in a graphic. The shape must be selected before this feature will activate.
Larger	To increase the size of a selected shape, click this button.
Smaller	Click this button to decrease the size of a selected shape.

Group/Button	Description
Shape Styles Group	
Styles Gallery	To change the style of a selected shape, click this button. If the shape is not selected, this option will not be available.
Shape Fill	Click this button to fill the selected shape with a solid color, gradient, picture, or texture.
Shape Outline	To change the line color, width, and line style; click this button.
Shape Effects	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to a selected shape.
Format Shapes Task Pane Launcher	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.
WordArt Styles	
Styles Gallery	To apply a new style to the selected text in a shape, click this button. Click the More button to display additional styles.
Text Fill	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.
Text Outline	To change the line color, width, and line style of the selected text, click this button.
Text Effects	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.
Format Shapes Task Pane Launcher	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.
Arrange	
Bring Forward	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.
Send Backward	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.
Selection Pane	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.
Align	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.
Group	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.
Rotate	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.

Group/Button	Description
Size	
Height	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. To change just the Height, input the Height and then click within the worksheet.
Width	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.
Size and Properties Task Pane Launcher	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.