

## INSERT SMARTART GRAPHIC

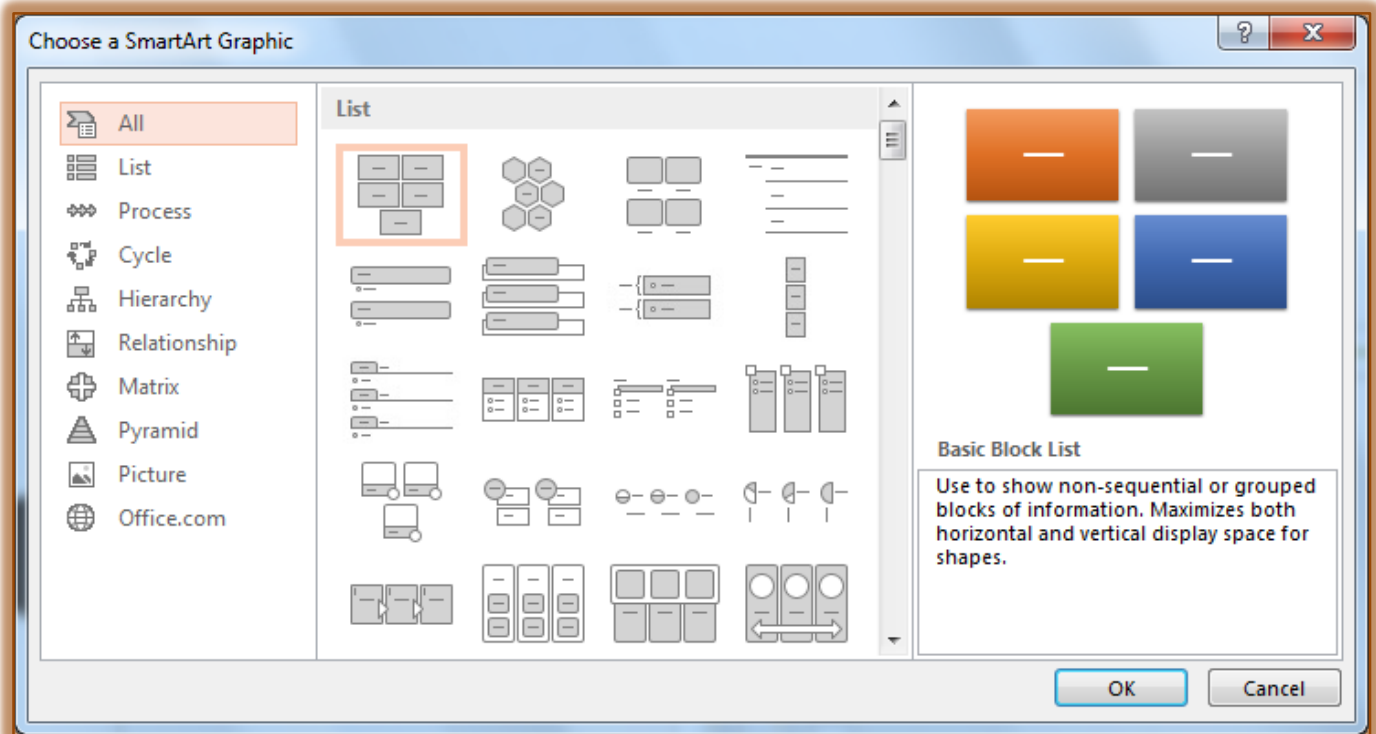
This type of graphic is a visual representation of information that can be created quickly and easily. When a SmartArt graphic is created, a prompt asking for the type of graphic to create appears. A type is similar to a category of graphics. Within each of these types, there are several different layouts. 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

- ✦ Add a new slide to the presentation or go to the slide where the SmartArt is to be added.
- ✦ Change the layout of the slide to **Title and Content Layout**, if necessary.
- ✦ Do one of the following:
  - ✦ Click the **SmartArt** button in the **Content** placeholder (see illustration below).



- ✦ Click the **Insert Tab** and in the **Illustrations Group**, click the **Smart Art** button (see illustration above).
- ✦ A gallery of **Smart Art** graphics will appear (see illustration below).

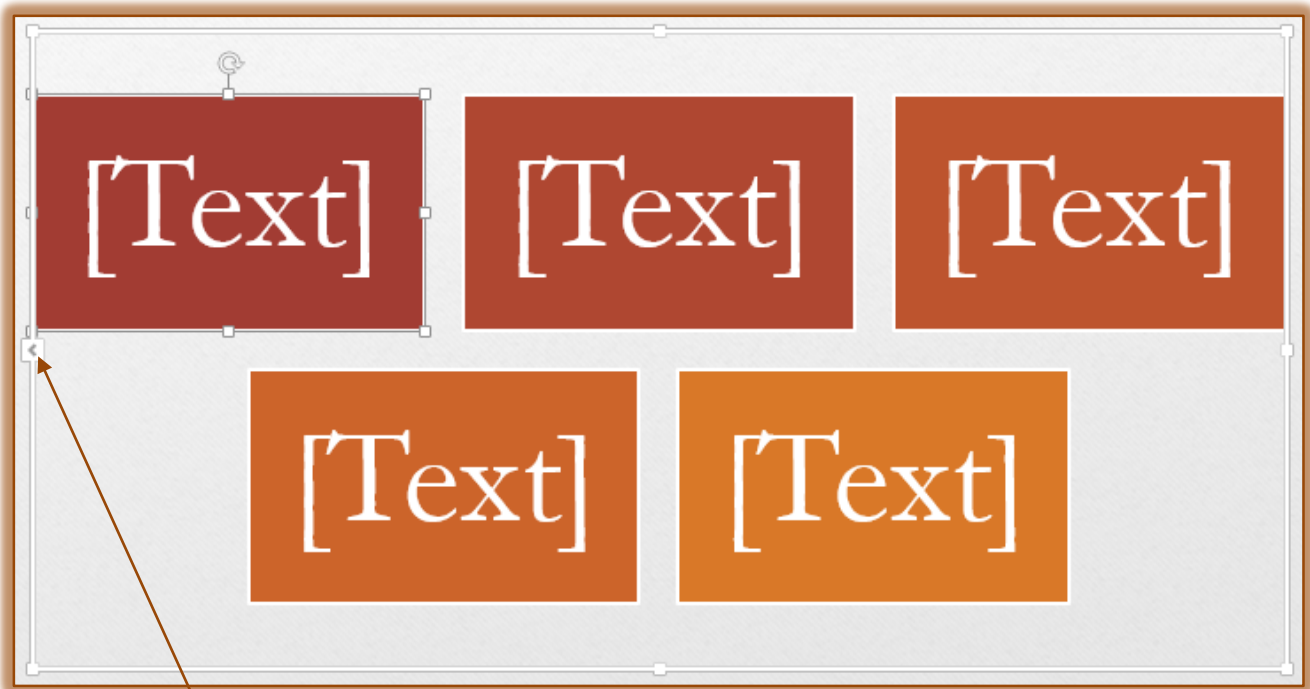


- ✦ The table below provides a description of each of the graphic category.

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.

Graphic Type	Purpose of Graphic
<b>Process</b>	Choose this graphic type to show steps in a process or timeline.
<b>Cycle</b>	To show a continual process, choose this graphic type.
<b>Hierarchy</b>	Use this graphic type to show a decision tree or to create an organizational chart.
<b>Relationship</b>	To illustrate connections, choose this type of graphic. This is the area where organizational charts is located.
<b>Matrix</b>	This type of graphic is used to show how parts relate to a whole.
<b>Pyramid</b>	Choose this type of graphic to show the proportional relationships with the largest component on the top or bottom.
<b>Picture</b>	This type of graphic includes pictures in the layout to communicate messages and ideas.
<b>Office.com</b>	Use this option to look for SmartArt graphics on the Microsoft Office site.

- ✦ 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 slide (see illustration below).

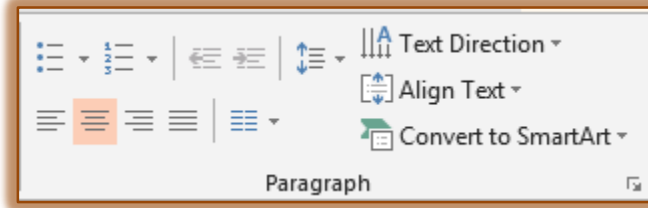


- ✦ Click the arrow on the left side of the graphic.
- ✦ A text box will appear with bulleted items
- ✦ Click beside the first bullet in the text box.
- ✦ Input the information that should go into the first box.
- ✦ Click each of the text boxes to input the appropriate information.
- ✦ To add additional 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.

### Convert Bulleted List to SmartArt Graphic

- ✦ Select the **Bulleted List** that is to be converted.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Convert to SmartArt** button (see illustration below).



- ✦ The **SmartArt** gallery will display.
- ✦ Select the **SmartArt** graphic that is to be applied to the bulleted list.
- ✦ The **SmartArt Graphic** should appear in the slide.