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INSERT AND FORMAT SMART ART IN WORD

FROM WORD TO POWERPOINT

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tomorrow's VA

Insert and format SmartArt

SmartArt are graphics that allow you to illustrate a process or relationship or to simply make a boring list more interesting.

Insert SmartArt

1. Click on the Insert SmartArt icon
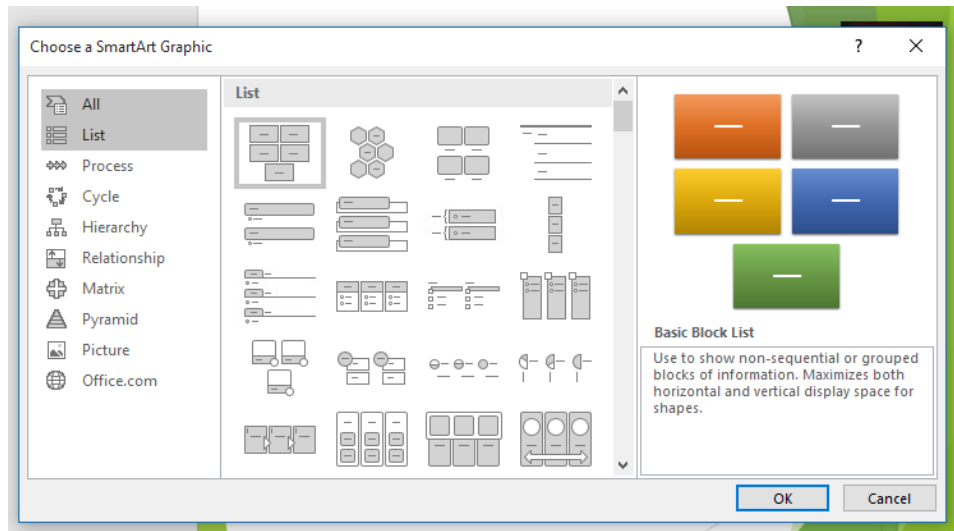2. Choose the type of SmartArt to add
3. Click OK

Figure 1- add SmartArt

Once the chosen SmartArt is on the slide, you can start to add text.
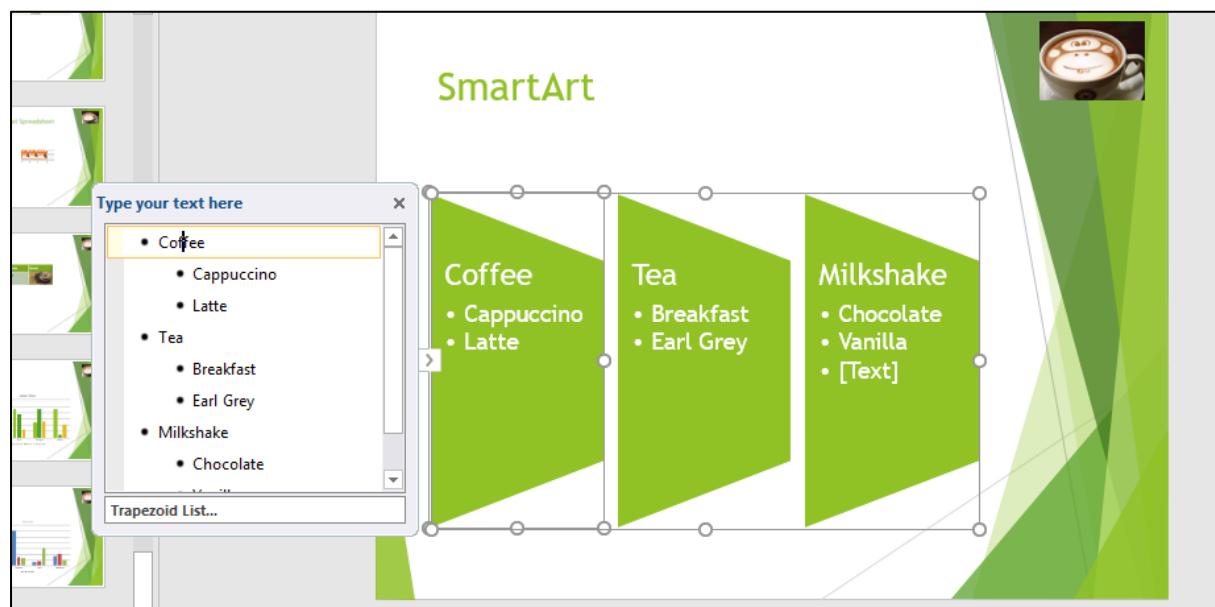

Figure 2- Type into the shapes or into the text pane

Adding shapes to SmartArt
If you need more shapes in the overall SmartArt diagram you can add them.

To add shapes using the ribbon
1. Click on the starting shape
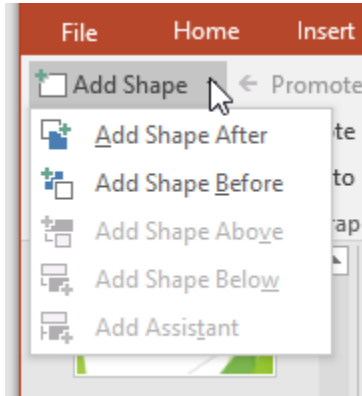2. Select Add Shape Before or Add Shape After

Figure 3- add more shapes

To add shapes using the text pane
1. Click at the end of a list
2. Press enter to get a new bullet point
3. Press backspace to promote the bullet to a new shape
4. Type in the heading
5. Press enter – a new shape will appear
6. Press tab to turn the shape into a bullet point

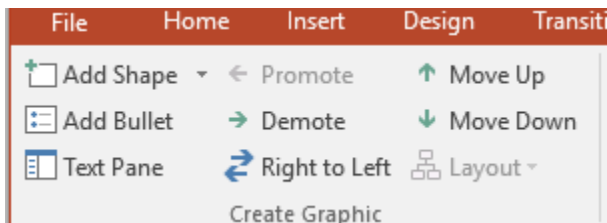You can also use the Move Up and Move Down to move shapes around in the list

Figure 4- move a shape in the order

Changing color of SmartArt

Click the Change Colours Icon and then select the colours you want to apply. The colours will be variations on the theme.
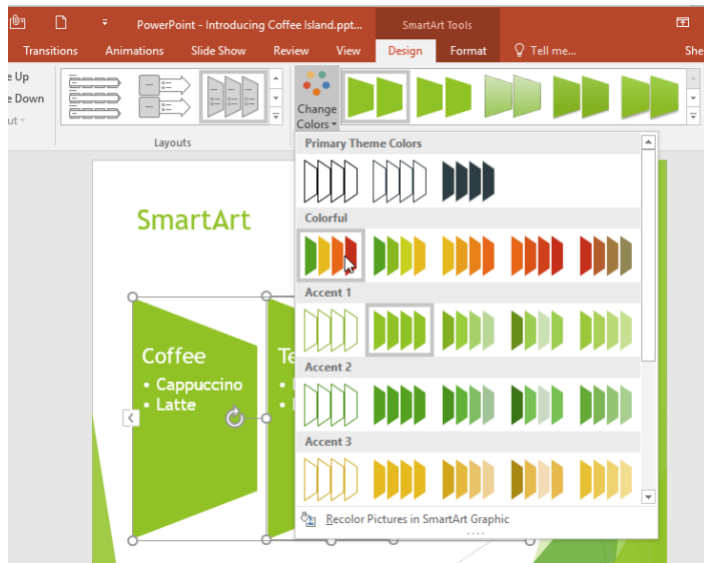

Figure 5- change the colour

Change the colour of individual shapes

1. Click on the shape to change
2. Click on the SmartArt Tools Format Ribbon
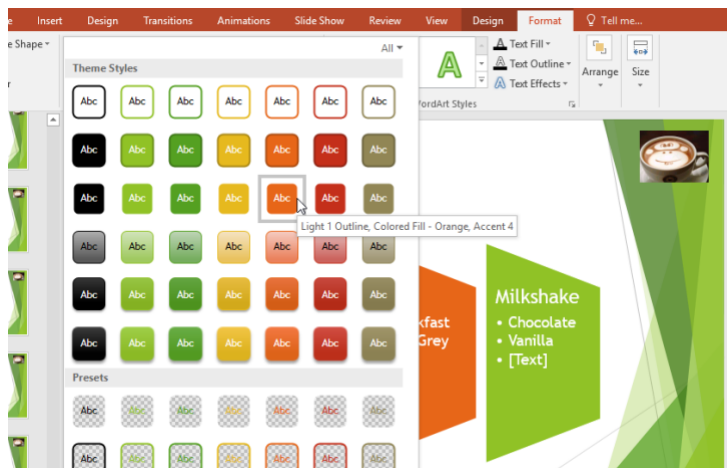3. Select the Shape Style you want or click the Shape Fill Icon to select the exact colour required

Figure 6- change an individual shape

Moving text within SmartArt shapes

Move text within the SmartArt shapes using move up or move down icons on the Design Ribbon.

1. Click on the text to move
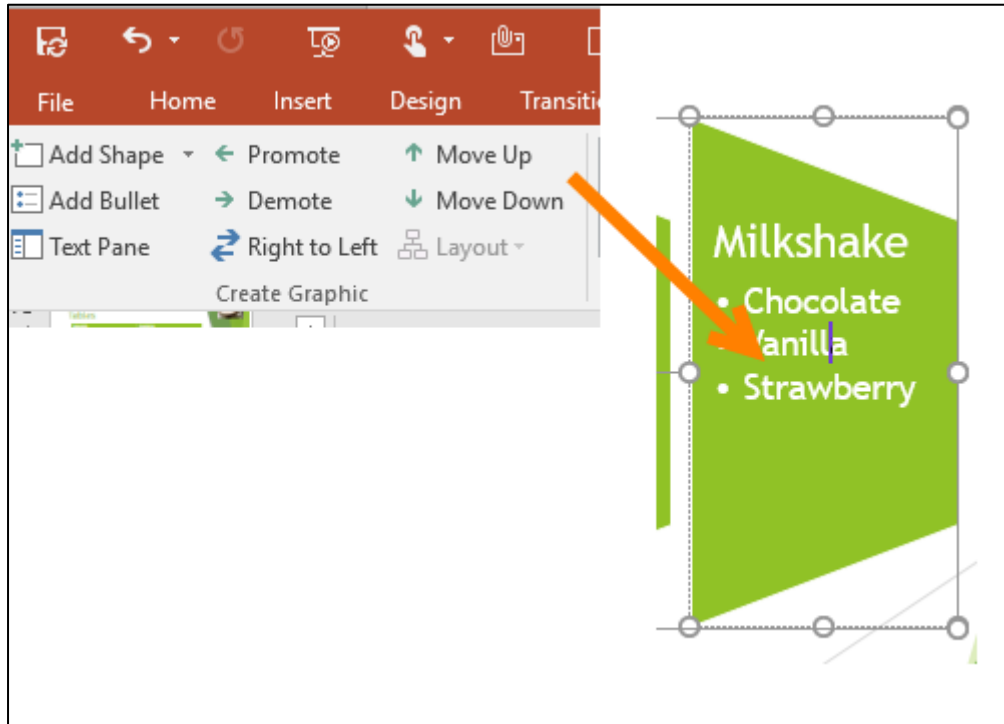2. Click on the Move Down or Move Up icons

Figure 7- move text around

Reversing direction

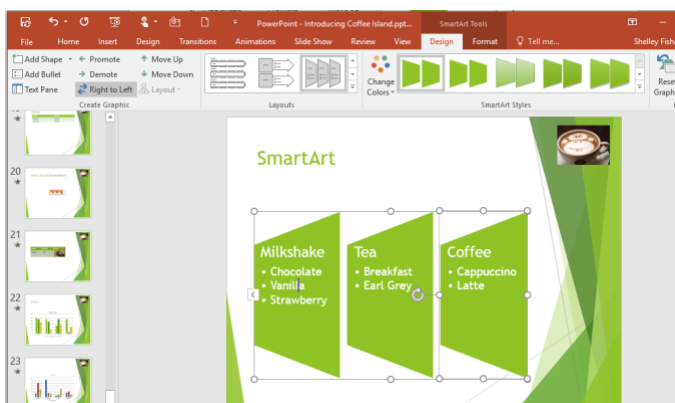Click the Right to Left Icon on the ribbon to reverse the direction of the shapes.

Figure 8- change the direction of the shapes

Converting lists to SmartArt

1. Select the list you want to convert to SmartArt
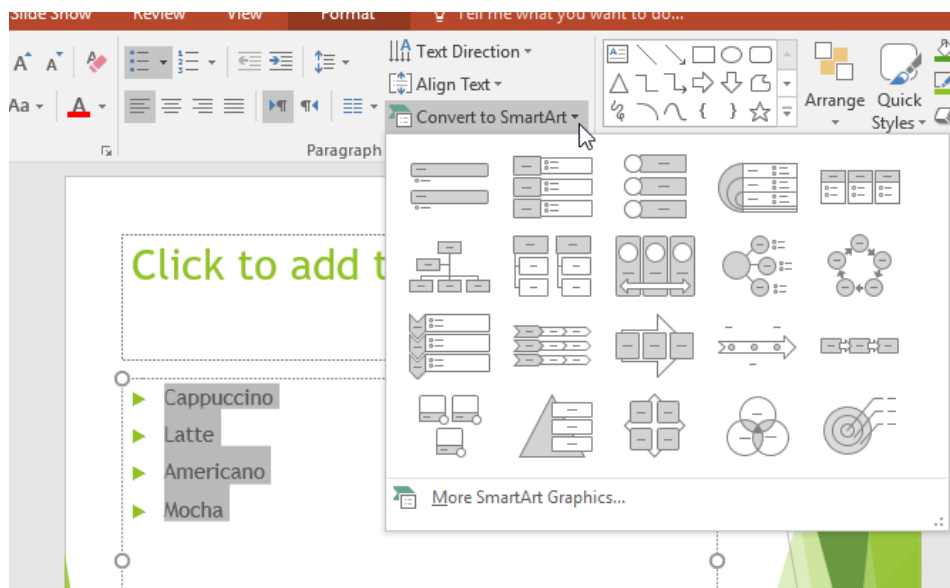2. Click on the Convert to SmartArt icon

3. Select the SmartArt shape

Figure 9- convert a bulleted list to SmartArt for more interest

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