

MICROSOFT WORD

MICROSOFT WORD



SmartArt Graphics

Contents

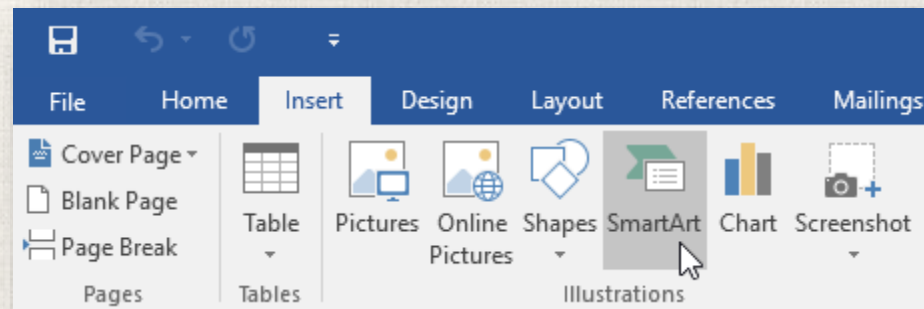
- ▶ Introduction
 - ▶ To add text to a SmartArt graphic
 - ▶ To reorder, add, and delete shapes
 - ▶ Organizing SmartArt from the Design tab
- ▶ Customizing SmartArt
 - ▶ To change the SmartArt layout
- ▶ Practice

Introduction

- ▶ SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

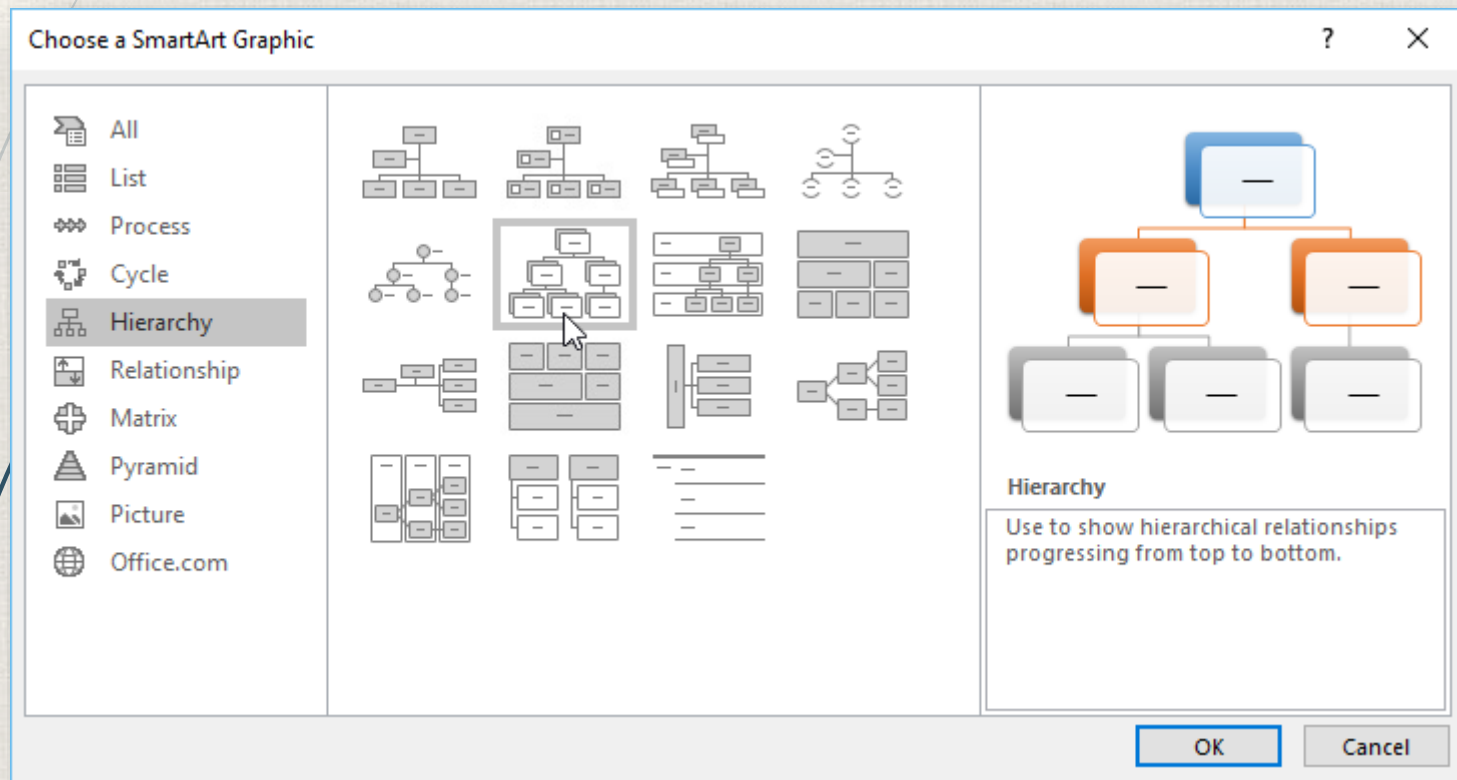
Inserting a SmartArt graphic

1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



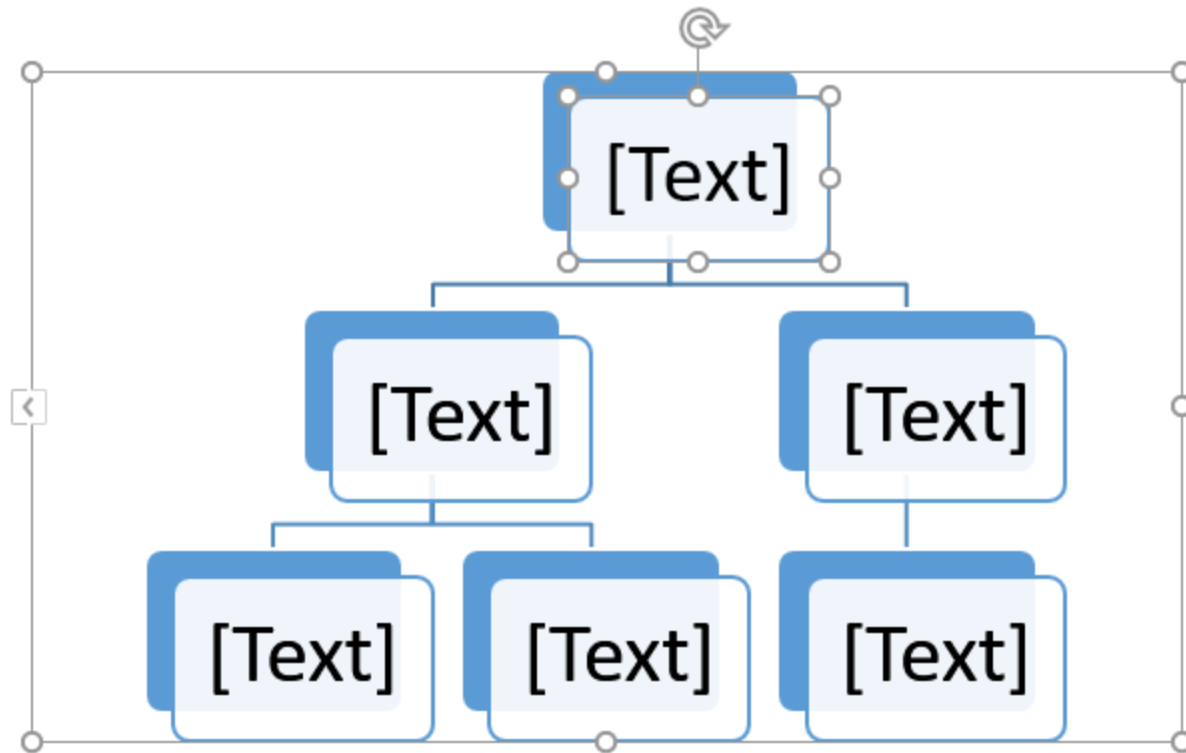
Inserting a SmartArt graphic

3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.



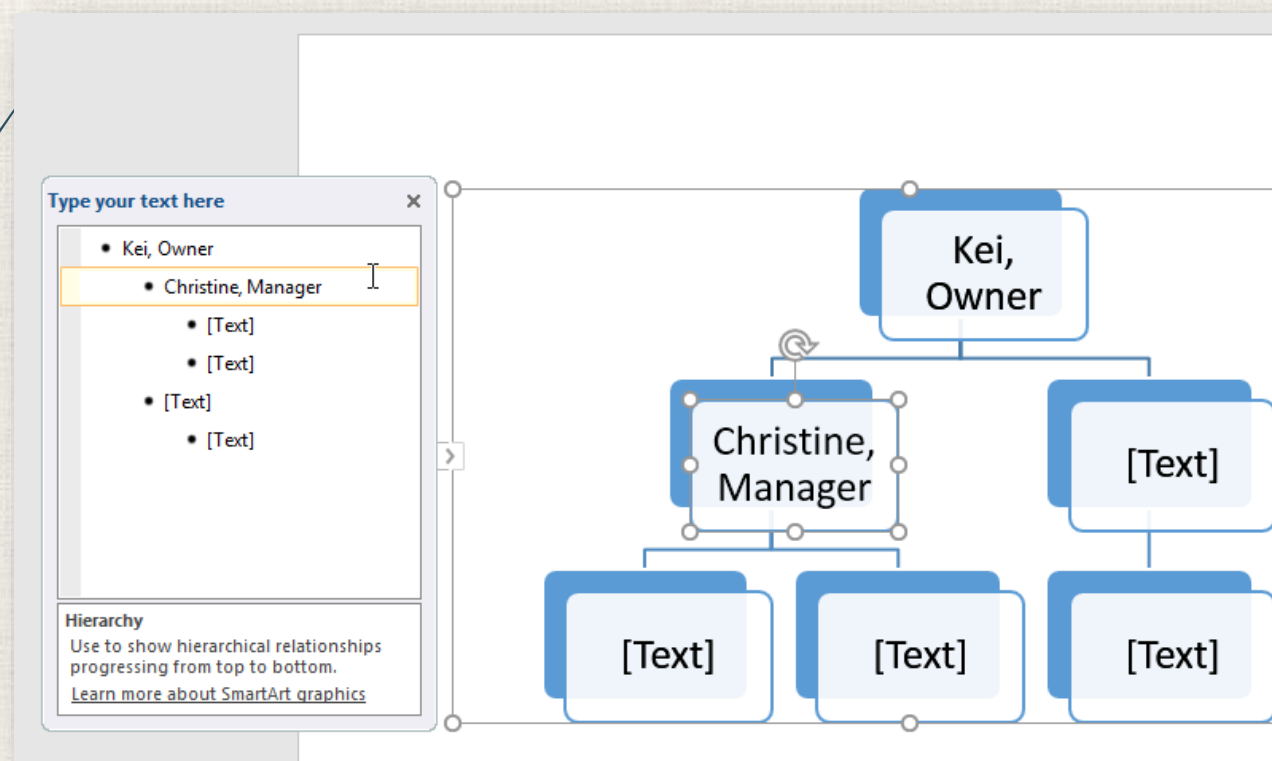
Inserting a SmartArt graphic

4. The SmartArt graphic will appear in your document.



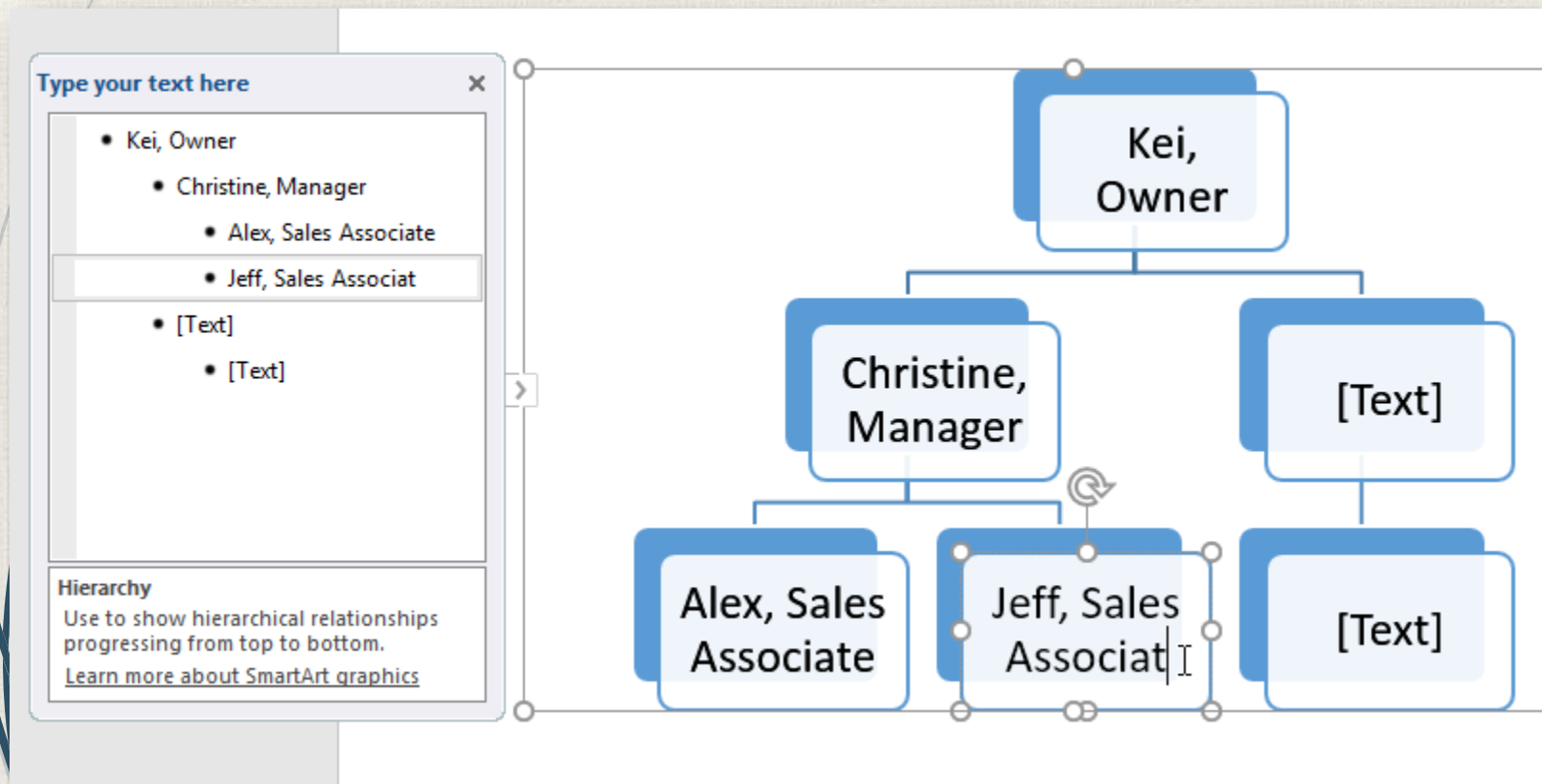
Adding text to a SmartArt graphic

1. Select the SmartArt graphic. The **text pane** will appear to the left.
2. Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.



Adding text to a SmartArt graphic

- You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.

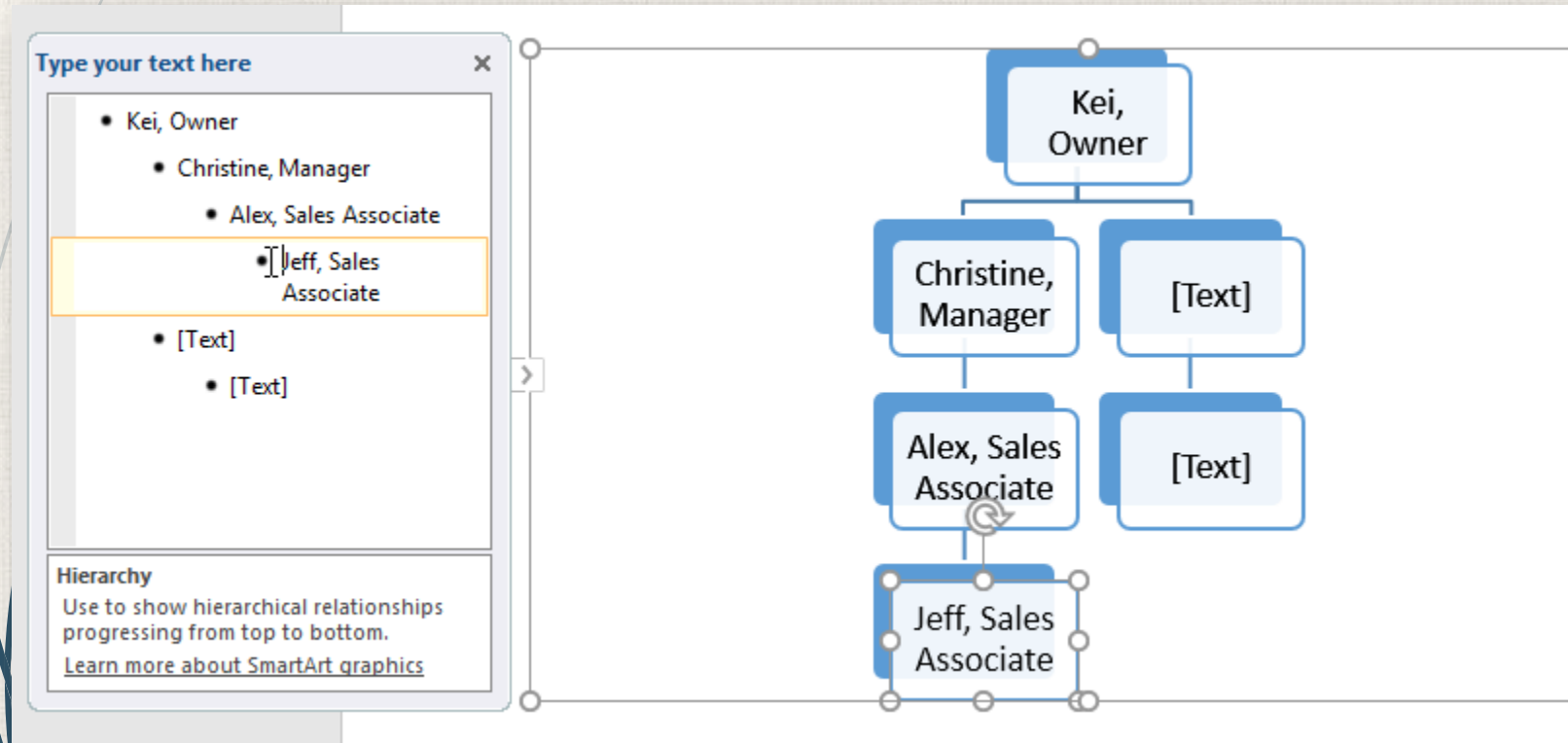


Reorder, add, and delete shapes

- ▶ It's easy to add new shapes, change their order, and even delete shapes from your SmartArt graphic. You can do all of this in the text pane, and it's a lot like creating an outline with a **multilevel list**.

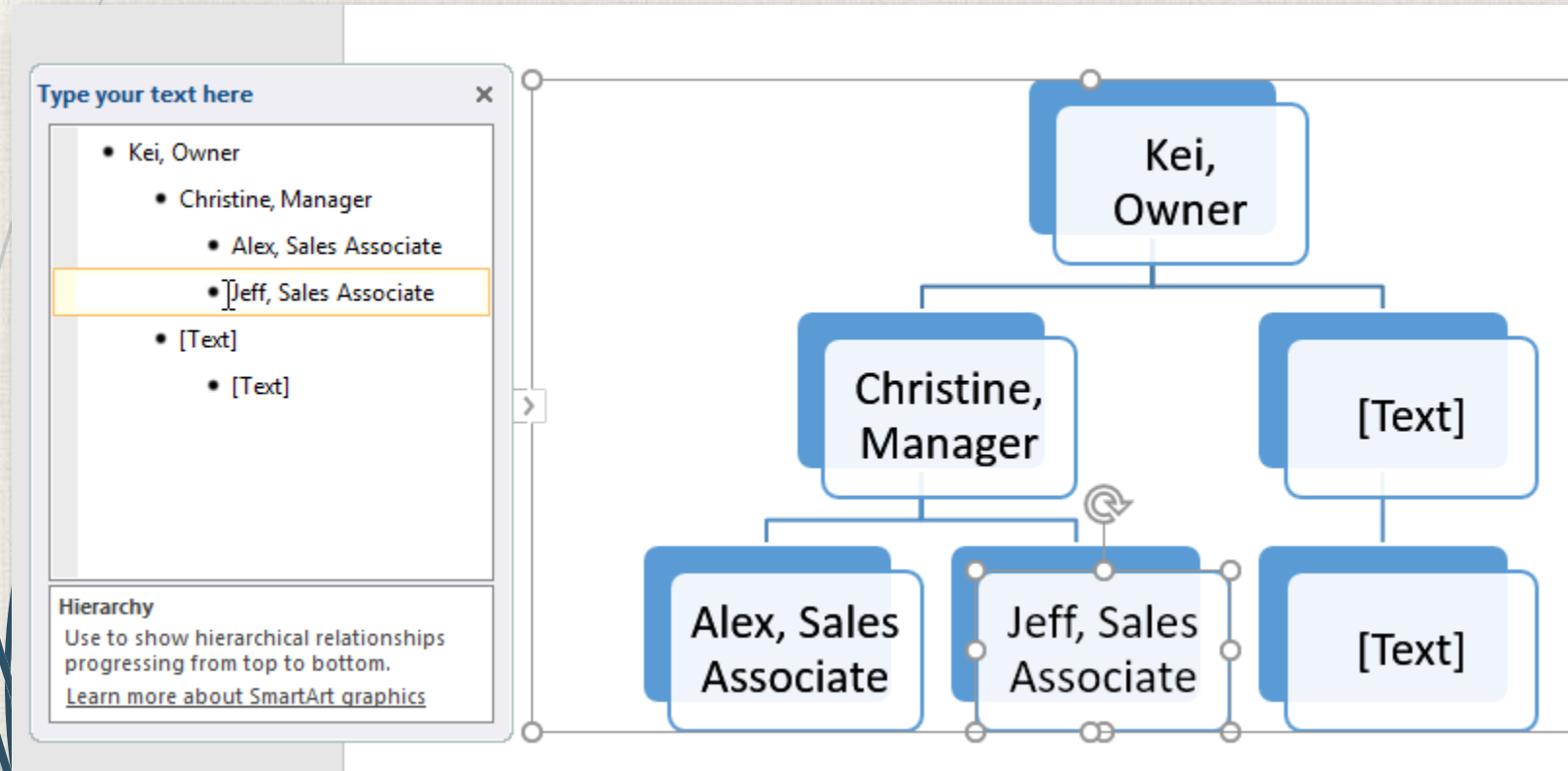
Reorder, add, and delete shapes

- To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.



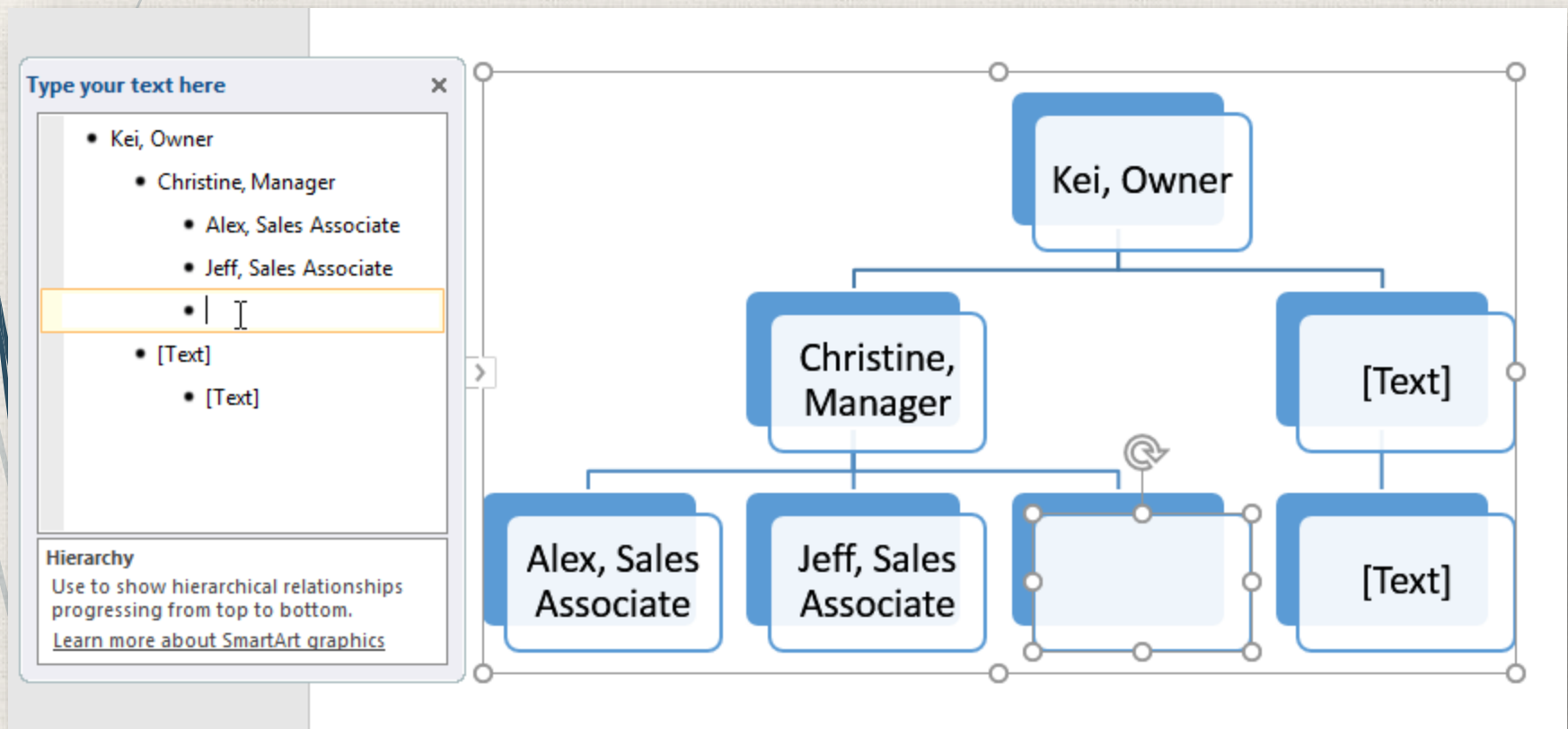
Reorder, add, and delete shapes

- To **promote a shape**, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



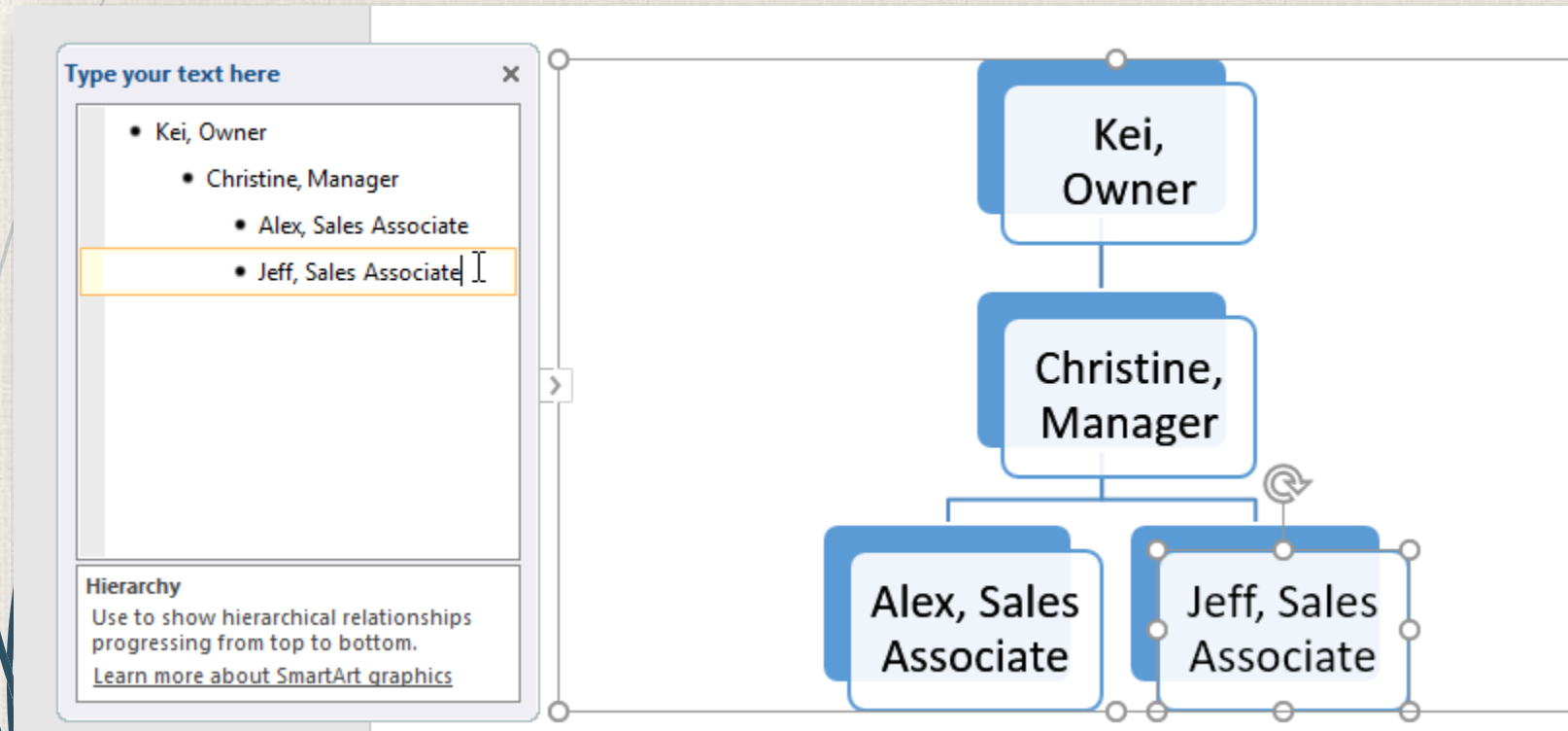
Reorder, add, and delete shapes

- To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



Reorder, add, and delete shapes

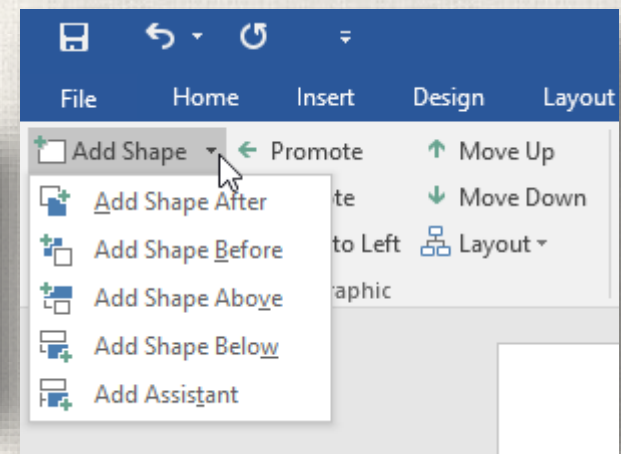
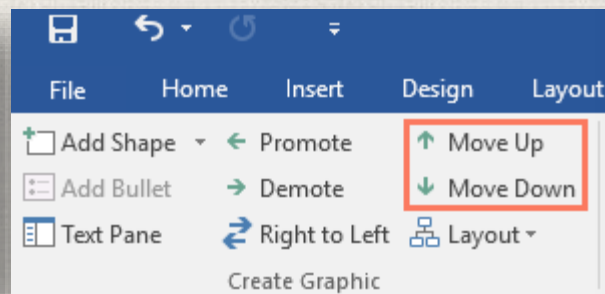
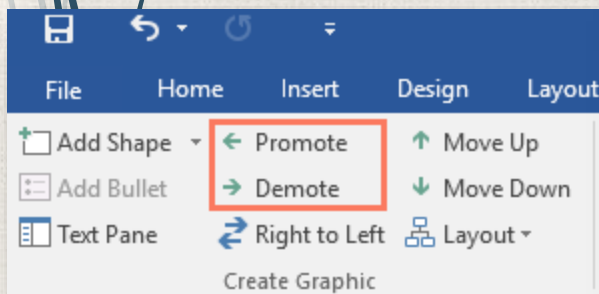
- To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

- **Promote** and **Demote**: Use these commands to move a shape up or down between levels.
- **Move Up** and **Move Down**: Use these commands to change the order of shapes on the same level.
- **Add Shape**: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.

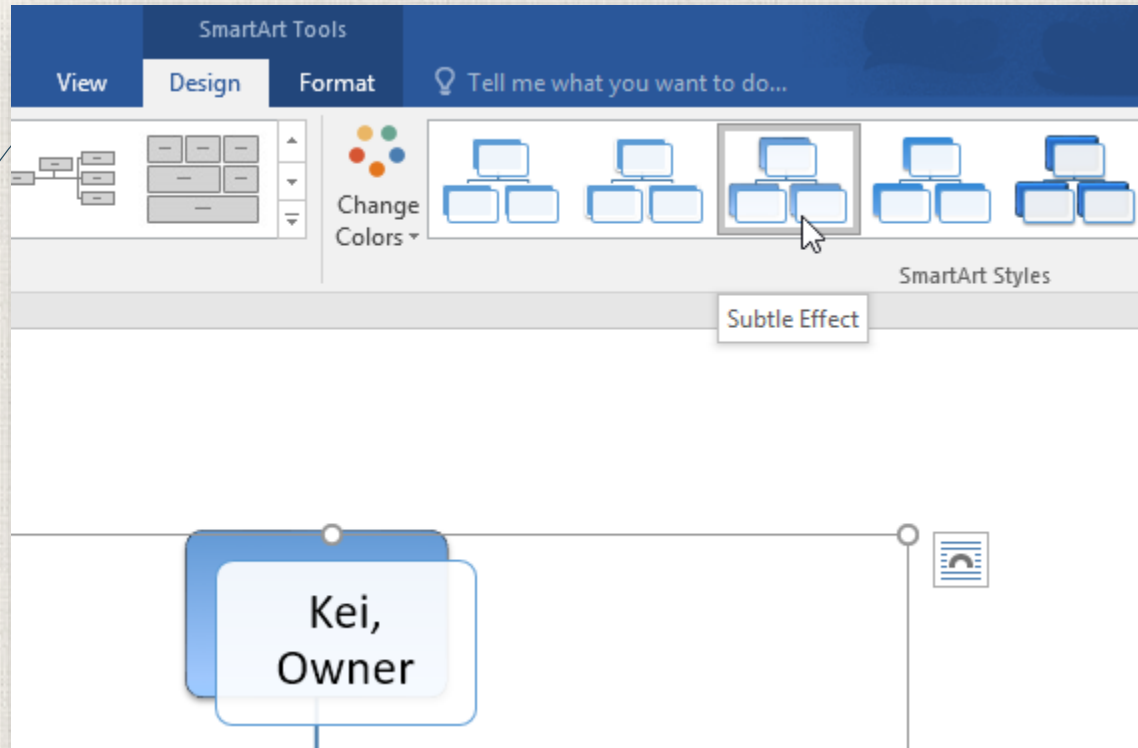


Customizing SmartArt

- After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From there, it's easy to edit the **style** and **layout** of a SmartArt graphic.

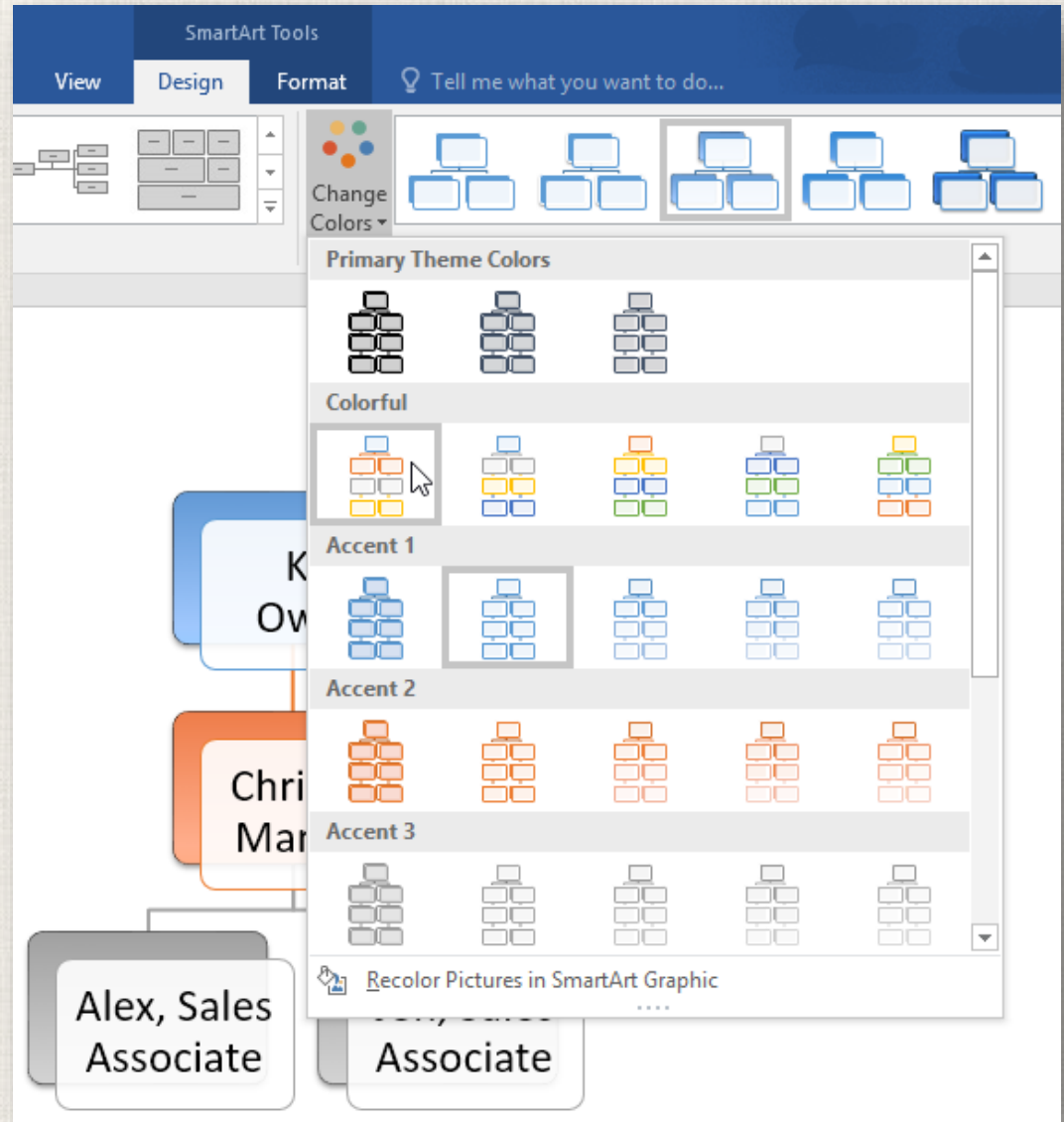
Customizing SmartArt

- There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.



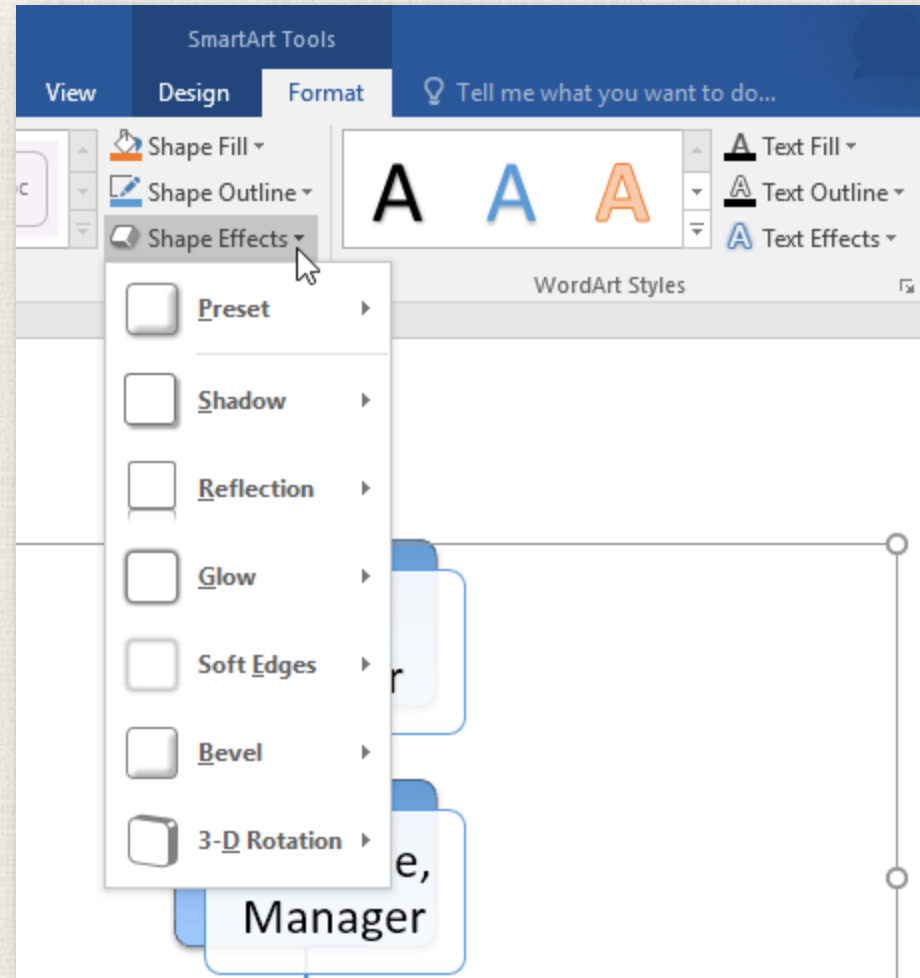
Customizing SmartArt

You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.



Customizing SmartArt

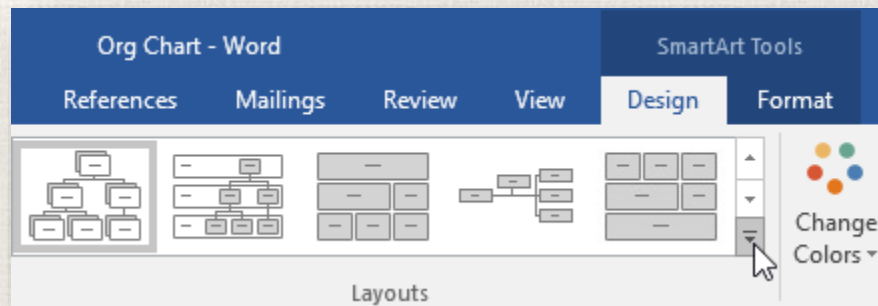
You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.



Changing the SmartArt layout

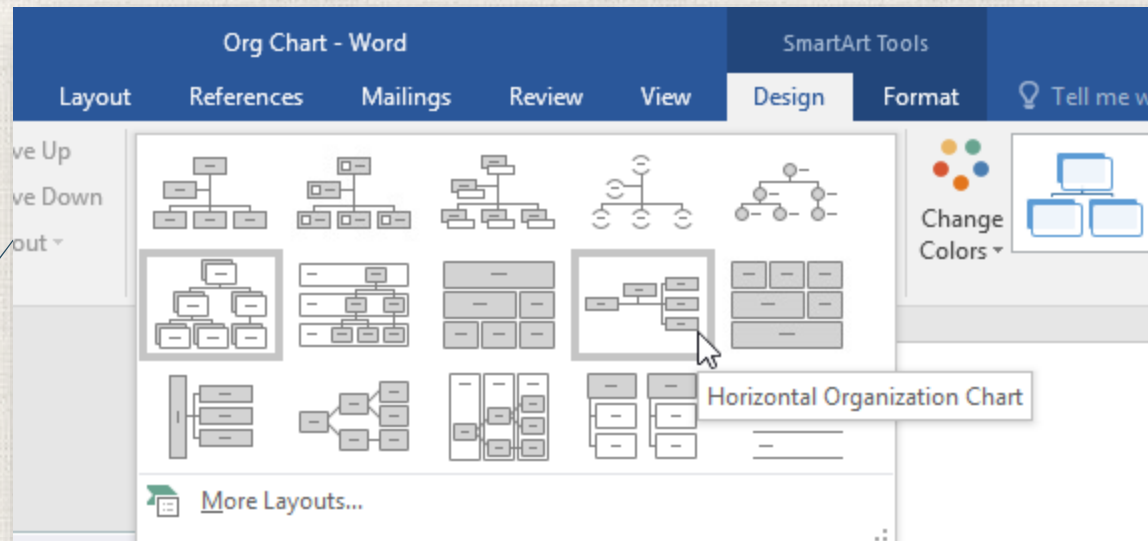
If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

1. From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



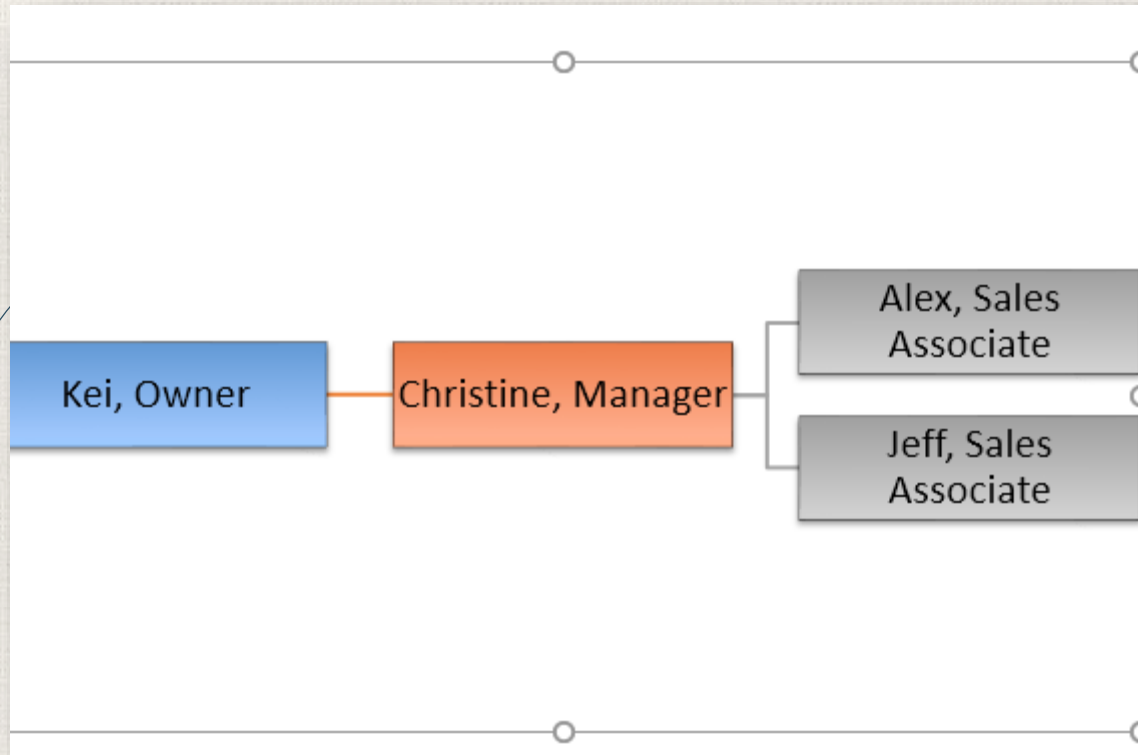
Changing the SmartArt layout

2. Choose the desired layout, or click **More Layouts** to see even more options.



Changing the SmartArt layout

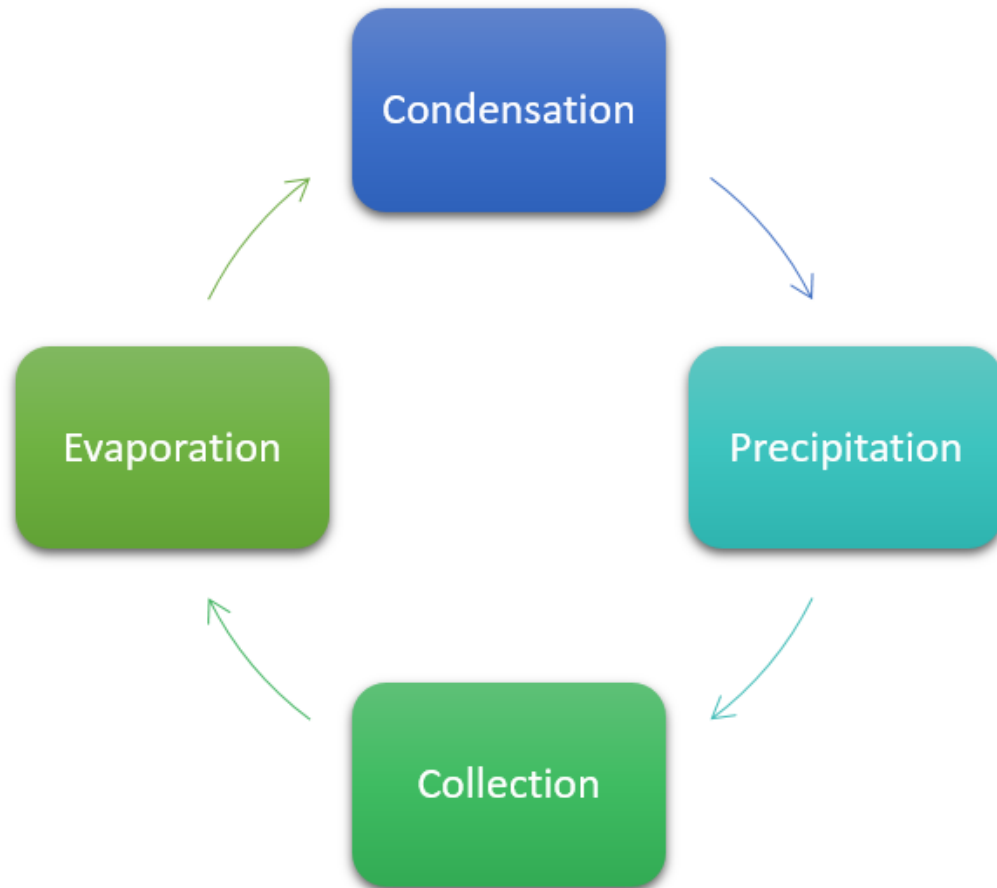
3. The selected layout will appear.



If the new layout is too different from the original, some of your text may not appear. Before deciding on a new layout, check carefully to make sure no important information will be lost.

Practice

- Open a **blank document**.
- Insert a **Basic Cycle SmartArt** graphic from the **Cycle** category.
- Insert the following text in clockwise order: **Condensation, Evaporation, Infiltration, Precipitation, Collection**.
- **Delete** the shape containing the word **Infiltration**.
- Select the shape containing **Evaporation**, and click the **Move Down** command **twice** to move the shape between **Collection** and **Condensation**.
- Change the **SmartArt Layout** to **Block Cycle**.
- Change the **colors** of the SmartArt to a range of your choice.
- Change the SmartArt Style to **Intense Effect**.



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with shadows. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END