Exercise: Creating complex illustrations with SmartArt

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

Scroll to the top of the **How to complete this exercise**

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ⬈ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this exercise, you will add a diagram about the process of creating a report.

Note: Click on the links below to open the set of files that you can use to complete this exercise.

- Exercise: Creating complex illustrations with SmartArt ⬈
- Exercise Creating complex illustrations with SmartArt_Draft ⬈
- Exercise Creating complex illustrations with SmartArt_Proofread ⬈
- Exercise Creating complex illustrations with SmartArt_Research ⬈

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.
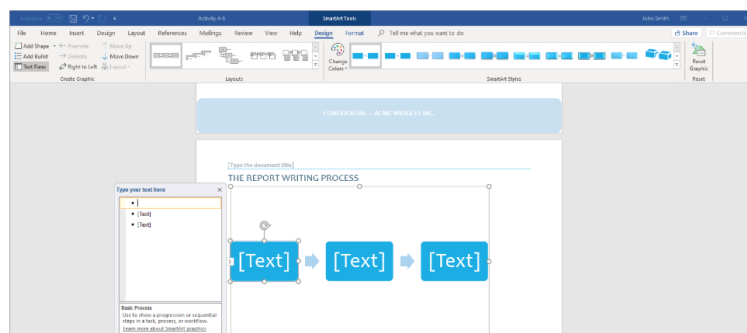
2. Press Ctrl + End to go to the last line of the document. Press "Enter" to create a blank line. Then, click Insert → SmartArt:
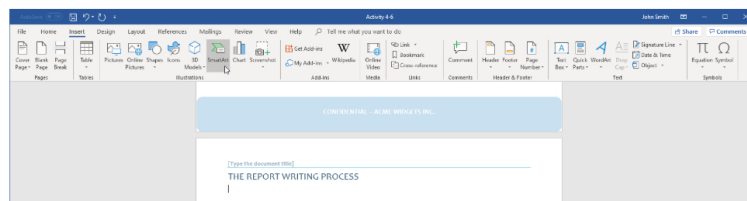
3. The Choose a SmartArt Graphic dialog box will open. Click the Process category. Ensure that the first diagram type (Basic Process) is selected and click "OK:"
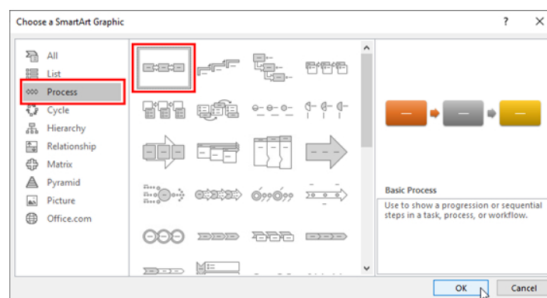
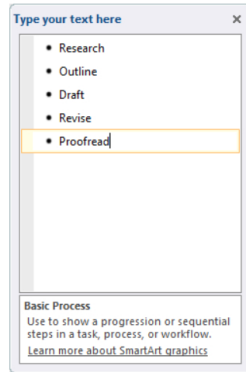4. The diagram will be inserted and ready for editing:

5. If the Text pane is not currently shown, click SmartArt Tools – Design → Text Pane:
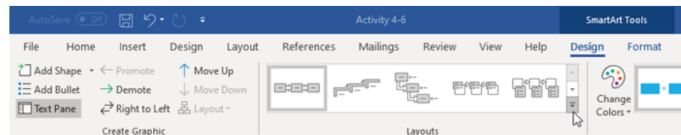

(If the Text pane is already displayed, skip to the next step.)

6. Fill out the Text pane as shown below, and then close it:

7. This diagram is fairly plain. Let's change the layout so that we can add some images. Click the More arrow in the Layouts gallery on the SmartArt Tools → Design tab:

8. Move your mouse over some of the different layouts that are available. When you are ready, click "Picture Accent Process:"
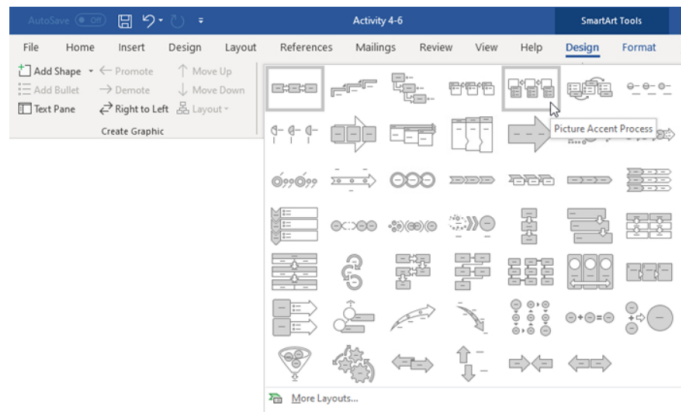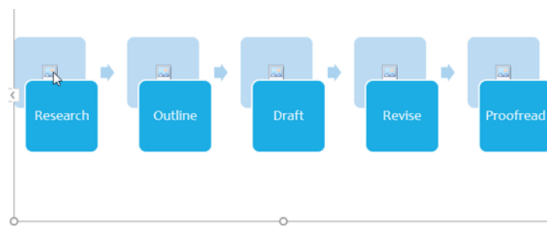

9. Drag the middle right handle of the diagram outwards to make it bigger:
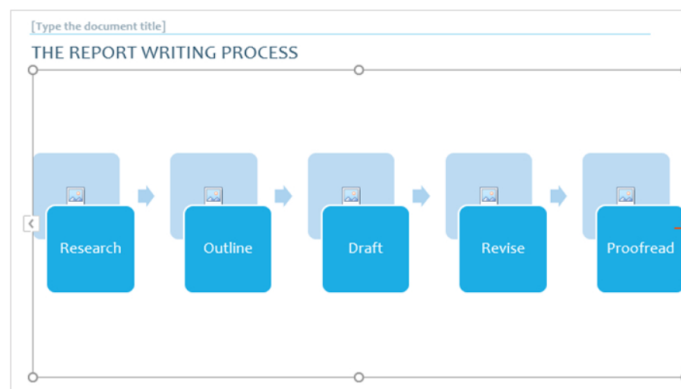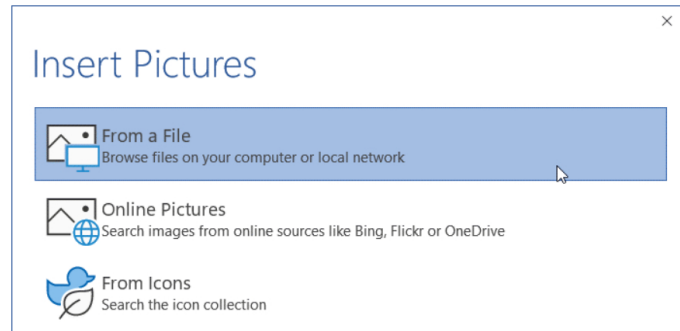

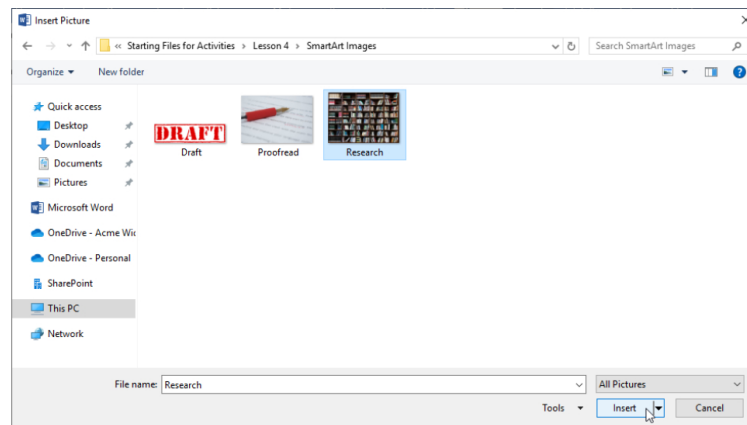10. Now, click the picture placeholder for the first item in the diagram:

11. In the Insert Pictures dialog box, click "From a File" to choose a local image:

12. The Insert Picture dialog box will open. Scroll to the top of this exercise and download and save the *Research* image in a folder. Select the Research image from the folder and click "Insert:"

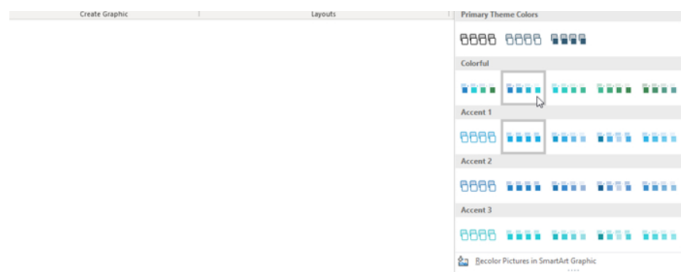13. The image will be inserted and resized:
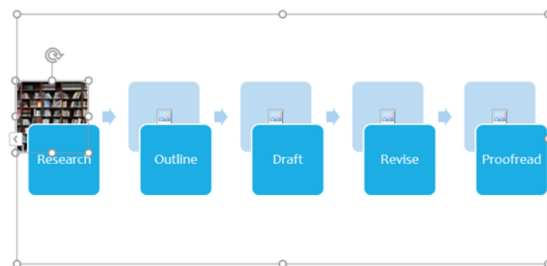
14. Repeat steps 10 to 12 to add the Draft and Proofread images to the appropriate steps:
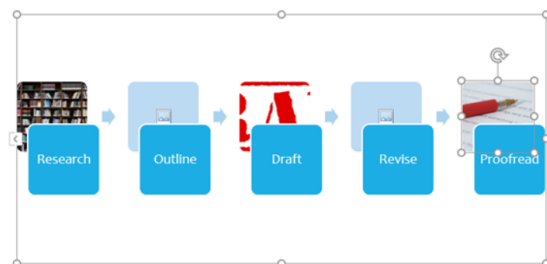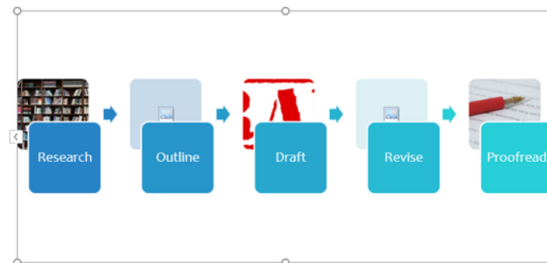

15. Finally, let's change the color scheme. Click SmartArt Tools – Design → Change Colors and choose any color scheme you like:

16. The diagram is now complete:

17. Save your document as Activity 4-6 Complete. Close Microsoft Word 365 to complete this exercise.

18. Now, you can check out an example of a completed document in the link below:

Completed exercise: Creating complex illustrations with SmartArt

Mark as completed

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