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Exercise: Creating SmartArt

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

How to complete this exercise

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

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

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!

A presentation that you are working on needs some SmartArt to help explain your company's organizational structure.

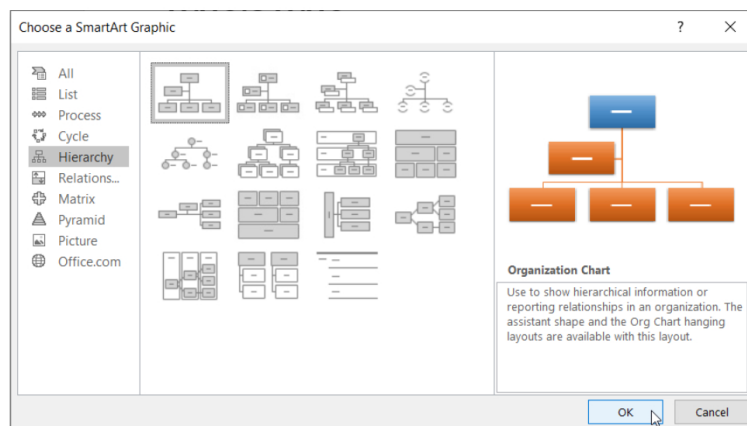
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Creating SmartArt](#)

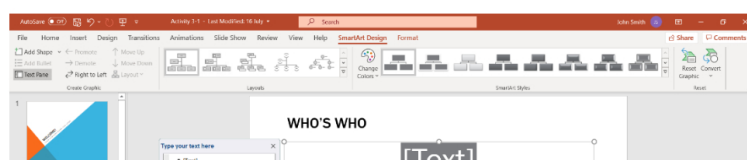
2. Display slide four. Click the **Insert SmartArt Graphic** placeholder in the center of this slide:

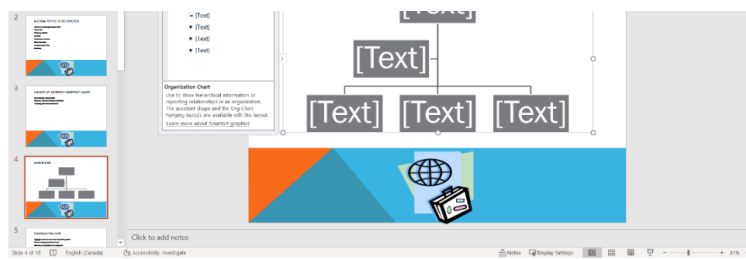


3. The Choose a SmartArt Graphic dialog box will now be displayed. Select the **Hierarchy** category and then click the **Organization Chart** option. Click **OK**:

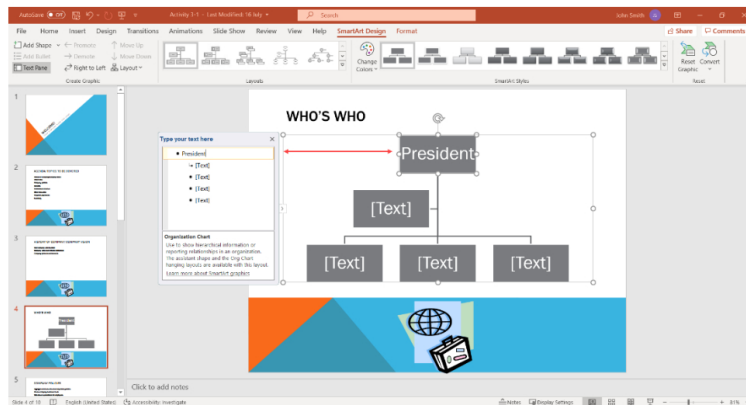


4. A SmartArt graphic will now appear on the current slide using the type that you selected:



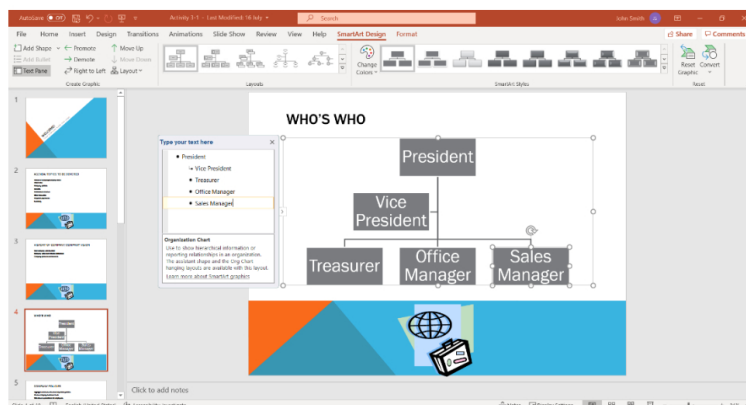


5. Inside the Text pane, type **"President"** beside the first bullet point. You will see this text appear inside the associated shape in the graphic:

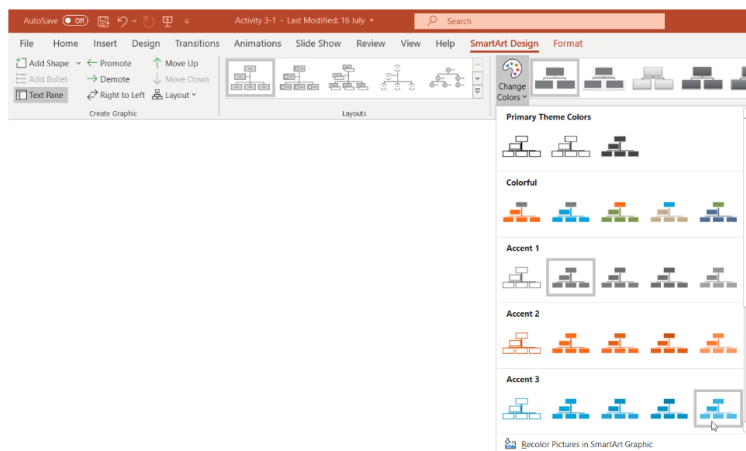


(If the Text pane is not visible, click SmartArt Design → Text Pane.)

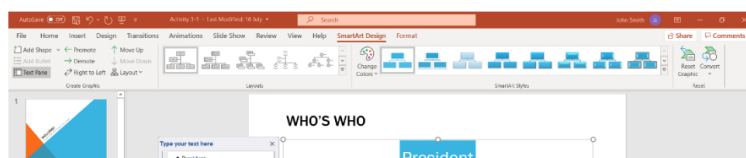
6. Complete the graphic to match the image below:



7. Now you would like to change the color of this graphic. With the SmartArt graphic still selected, click **SmartArt Design → Change Colors → Transparent Gradient Range – Accent 3:**



8. The SmartArt graphic should now look like this:





9. Save the current presentation as **Activity 3-1 Complete**. Close Microsoft 365 PowerPoint.

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

[Completed exercise: Creating SmartArt](#) [↗](#)

Mark as completed

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