Exercise: Modifying 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!
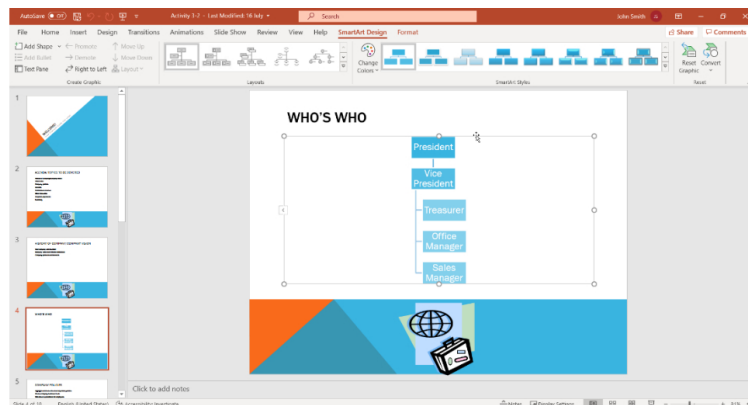
Let's get started!

Now that you have added some SmartArt to your presentation, you would like to modify it a little more to improve its appearance.
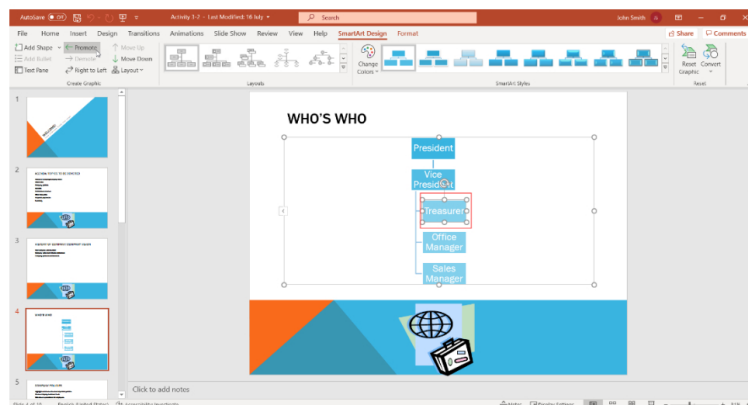
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

Exercise: Modifying SmartArt ⧉

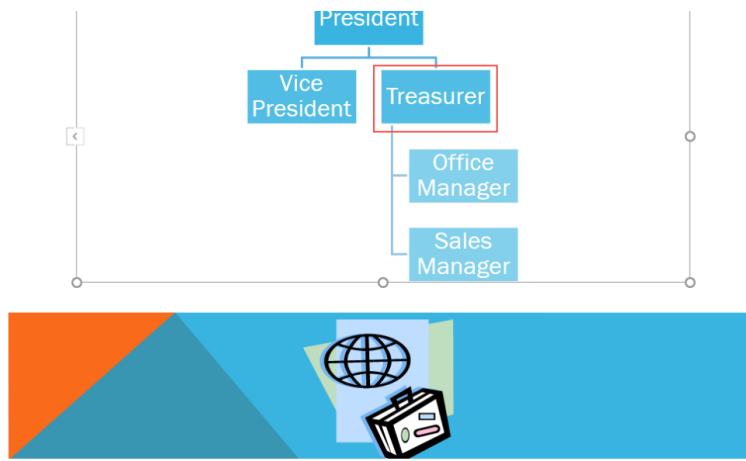2. Display slide **four** and select the **SmartArt graphic** that appears on this slide:

3. First you need to promote the **Treasurer** shape. Click to select this shape and then click **SmartArt Design → Promote**:
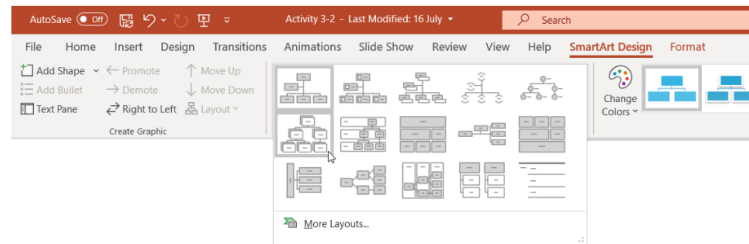

4. The Treasurer shape will now appear on the same level as the Vice President shape:
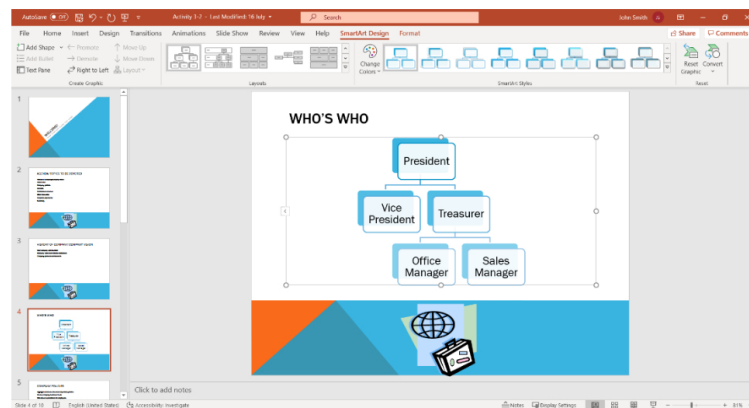
5. Now you would like to apply a new layout to this graphic. With the SmartArt graphic still selected, click the **Hierarchy** layout inside the Layouts gallery on the SmartArt Design tab:
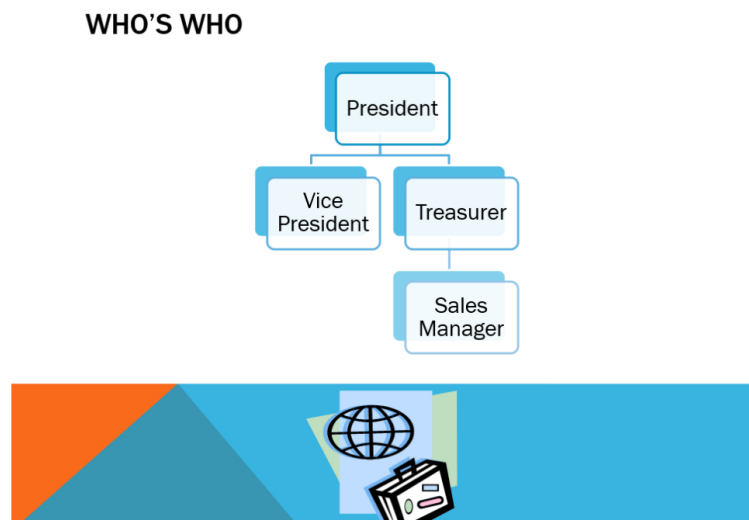

(If you do not see this option, use the arrows to scroll through the gallery or click the More button.)
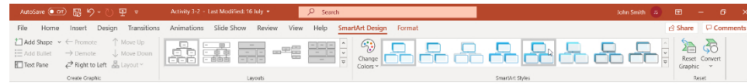
6. The SmartArt graphic will now look like the example shown here:

7. The Office Manager position is being eliminated so you will need to remove this shape. Click to select the **Office Manager** shape and then press the **Delete** key on your keyboard. The selected shape will be immediately removed from the graphic:
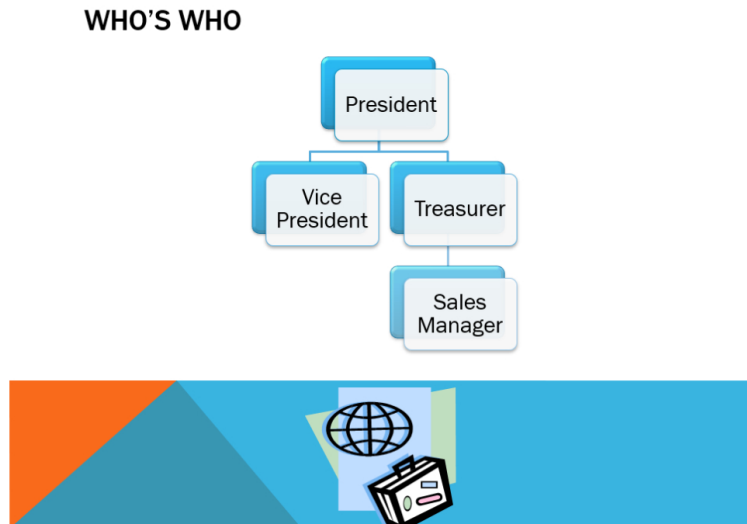
8. Finally, you would like to modify the style that this SmartArt graphic uses. With the graphic still selected, click **SmartArt Design**. Inside the SmartArt Styles gallery, click the **Intense Effect** style:

(If you do not see this option, use the arrows to scroll through the gallery.)

9. Click on a **blank area** of the presentation to deselect the graphic. It will now appear similar to the example shown here:

10. Save your changes as **Activity 3-2 Complete** and then close Microsoft 365 PowerPoint to complete this exercise.

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

Completed exercise: Modifying SmartArt 🗗

Mark as completed

👍 Like   👎 Dislike   🚩 Report an issue