

**Your grade: 100%**

Your latest: 100% • Your highest: 100% • To pass you need at least 80%. We keep your highest score.

Next item →

1. You have added a SmartArt diagram to a slide. Where can you type to add text?

1 / 1 point

Select all that apply.

☒ Directly on the shape

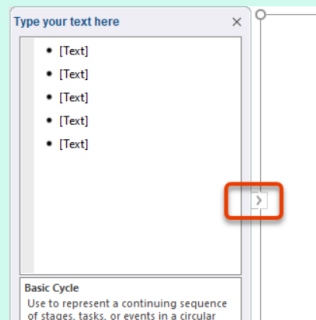
Correct

Correct! In any choice of SmartArt diagram, you can click directly into a shape and begin typing to add text.

☒ In the Text Pane on the SmartArt diagram

Correct

Correct! Instead of typing directly on the diagram you can open a Text Pane where you can type. Each bullet point in the Text Pane represents a shape in the diagram. If the text pane is not visible the highlighted icon on the side of the diagram will allow you to open it.


☐ You use the Text Box command on the Insert Ribbon to add a text box to the shape.

2. You would like to add a SmartArt diagram to your slide, but you are not sure which one to pick. Where can you find a description of what a diagram is suited for?

1 / 1 point

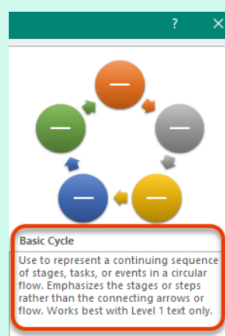
☒ On the right-hand side of the Insert SmartArt Dialog

☐ In the middle of the Insert SmartArt Dialog

☐ On the left-hand side of the Insert SmartArt Dialog

Correct

Correct! This section of the Insert SmartArt Dialog will give a preview of the diagram and a description underneath of what the diagram is useful for.



3. You have chosen a process diagram which contains five shapes, and you need a sixth. Where will you find the command to add another shape?

1 / 1 point

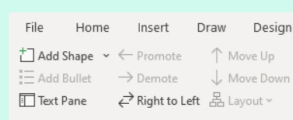
☒ Create Graphic group on the SmartArt Design Ribbon.

☐ The Layouts group on the SmartArt Design Ribbon

☐ The Shape Styles group on the SmartArt Format Ribbon

Correct

Correct! The Create Graphic group contains commands to add shapes to the diagram in whatever configuration is appropriate for the diagram you selected.



4. You can reposition a shape in a SmartArt Diagram.

1 / 1 point

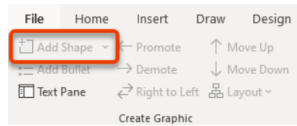
- ☐ False  
☒ True

✓ **Correct**

Correct! You can reposition or reshape any of the automatic elements that appeared in the diagram. You can also manually add extra drawing elements to a diagram.

5. You have chosen a diagram with a specific number of shapes. You would like to add another but the add shape choice is greyed out. What can you do if you need another shape in the diagram, but you do not want to lose the visual elements already there?

1 / 1 point



- ☐ Choose the Convert to Text option from the Convert drop-down on the SmartArt Design Ribbon.  
☒ Choose the Convert to Shapes option from the Convert drop-down on the SmartArt Design Ribbon.

✓ **Correct**

Correct! Selecting Convert to Shape will convert the diagram to a series of drawing shapes so you retain some of the visual elements and layout of the original SmartArt Design.