PowerPoint 2019

Section 8 – Working with SmartArt

1. Q & A  
   (see answers on page 2)
2. There are 2 ways to insert SmartArt objects: Type a bulleted list and then convert to a SmartArt object or Insert a SmartArt object and type directly in the object.
   1. True
   2. False
3. To insert a SmartArt Object:

a. Type my list as a bulleted list, select the list, select the **Home** tab, then choose **Convert to SmartArt**

b. Type my list as a bulleted list, select the list, select the **Insert** tab, then choose **Convert to SmartArt**

c. Type my list as a bulleted list, select the list, select the **Design** tab, then choose **Convert to SmartArt**

d. None of the above

1. To change the layout of the existing SmartArt object:
   1. Select the object, click the **SmartArt** tool contextual tab, then choose the new layout
   2. Delete the object and create a new one with the new layout
   3. Reset the graphic
   4. The existing SmartArt object cannot be changed
2. A SmartArt object can be used to show:
   1. A visual of an existing list in a slide
   2. Flowchart
   3. Math equation
   4. Both A & B
3. SmartArt objects can be formatting with different colors and Styles
   1. True
   2. False

**Answers:**

1. **a**
2. **a**
3. **a**
4. **d**
5. **a**