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Lab 5 Activity 3 - Using SmartArt and Charts

Objective - Develop skills to visually organize information and represent data effectively using SmartArt and charts
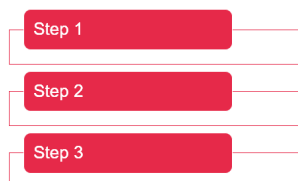
1. Insert a SmartArt graphic to represent a process or hierarchy. Learn to use SmartArt for illustrating processes, workflows, or organizational structures in a clear and professional manner.
2. Add a chart (e.g., bar or pie chart) and input sample data. Practice creating and customizing charts to represent data visually, improving comprehension and impact during presentations

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Solutions:

Task 1:

- Select the content you want to convert into smart art.
- Go to Insert tab, then Smart Art in the illustrations pane.
- Select your preferred design.
- Enter

A dummy package…

Step 1

Step 2

Step 3

Task 2:

- Select the data you want to convert into a chart.
- Go to Insert tab, then Chart in the illustrations pane.
- Select your preferred design.
- Enter
- You can also add data manually in excel sheets.

Data Analytics