Exercise 2: SmartArt Diagram for the Drug Development Process

As Exercise 1 and

1. Smart Graphics

Note:

You should use the ***Exercise 2- Smart Art.pdf*** file to see how the completed document should look.

Steps:

2. ***Open a New Document*** in Microsoft Word.
3. ***Insert a Title:***
   - ***Title***: "Drug Development Process"
   - ***Step***: Type this title at the top of the page and apply the ***Title*** style from the "*Home*" tab.
4. ***Insert a SmartArt Graphic:***
   - ***Step***:
     - Go to the *"Insert" tab.*
     - Click on ***SmartArt***.
     - Choose ***Process*** from the SmartArt categories (since drug development is a process).
5. ***Select a Suitable Process Diagram:***
   - ***Step***: From the Process section, choose a diagram that represents a flow of stages, such as the ***"Basic Process"*** or ***"Continuous Block Process."***
6. ***Label the Stages of Drug Development:***
   - ***Step***: Replace the default text with the stages of drug development:
7. ***Customize the Appearance of the SmartArt:***
   - ***Step***:
     - Use the *"Design"* tab under ***SmartArt Tools*** to change colours
     - Use ***Styles*** to add effects such as 3D, shadows, or outlines to the blocks.

8. *Add Descriptions* to Each Stage*:*
   o **Step***:* Under each stage, add a brief description of what occurs during that stage. For example:
     ▪ ***Discovery and Development****:* "This is where researchers discover new drug candidates and test their feasibility."
     ▪ ***Clinical Trials (Phase I-III)****: "*Testing the drug in humans to ensure safety and efficacy."
9. ***Finalize and Save****:*
   o **Step***:* Save the document and review the SmartArt diagram to ensure it's clear and professional and that it looks like the *'Exercise 2- Smart Art.pdf' file.*