Exercise 2: SmartArt Diagram for the Drug Development Process

# Skills needed:

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:

1. **Open a New Document** in Microsoft Word.
2. **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.
3. **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).
4. **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."**
5. **Label the Stages of Drug Development:**
   * **Step**: Replace the default text with the stages of drug development:
6. **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.
7. **Add Descriptions** to Each Stage:
   * **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."
8. **Finalize and Save**:
   * **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.