

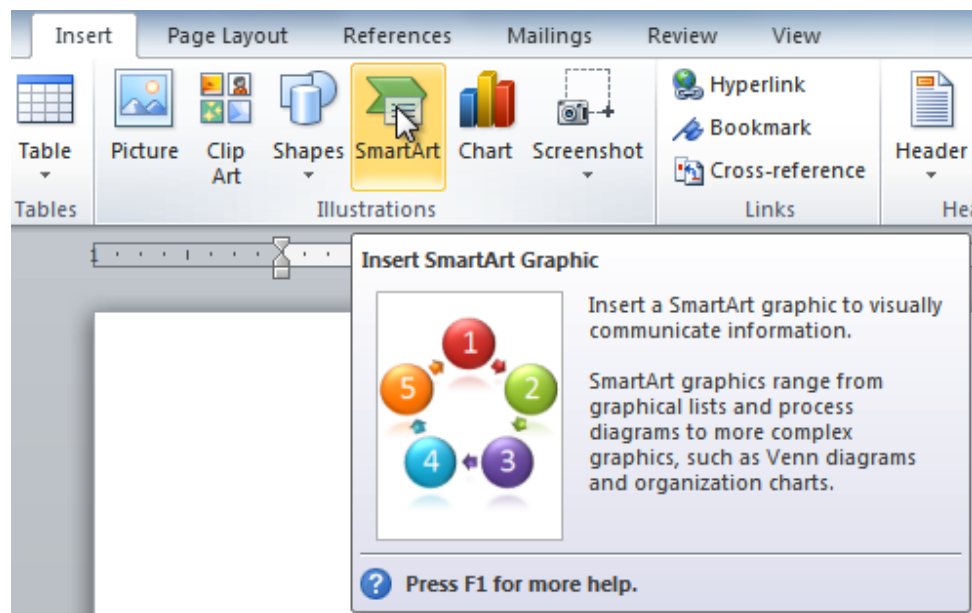
# MS WORD – SMARTART

## 4.1 INTRODUCTION

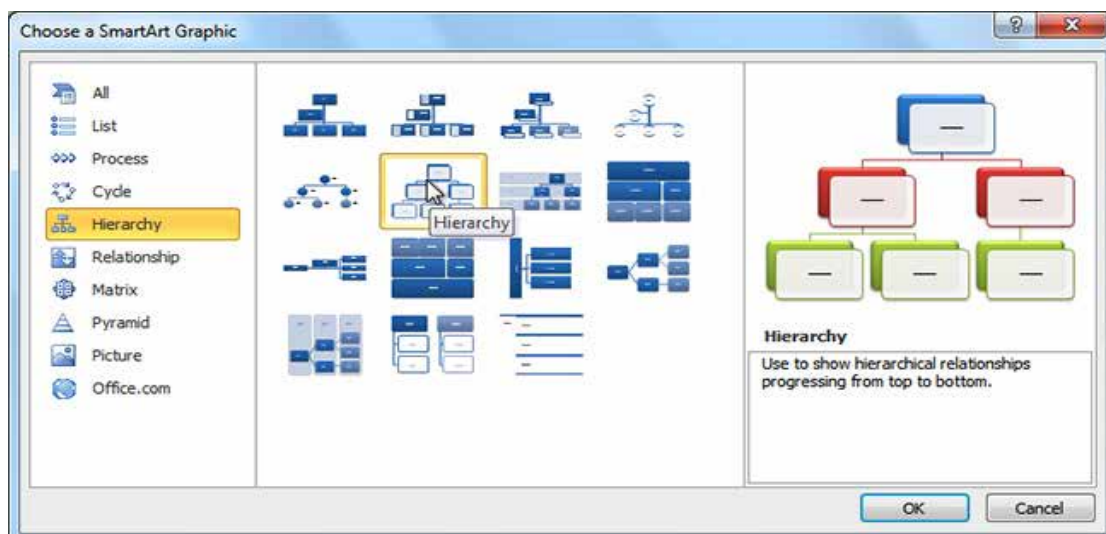
SmartArt allows you to visually communicate information rather than simply using text.

## 4.2 INSERT A SMARTART

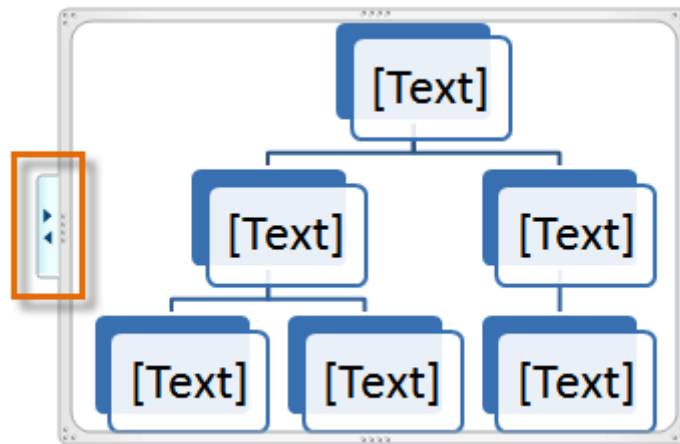
1. Place the insertion point in the document where you want to add a graphic.
2. Select the Insert tab and Select the SmartArt command in the Illustrations group. A dialog box appears.



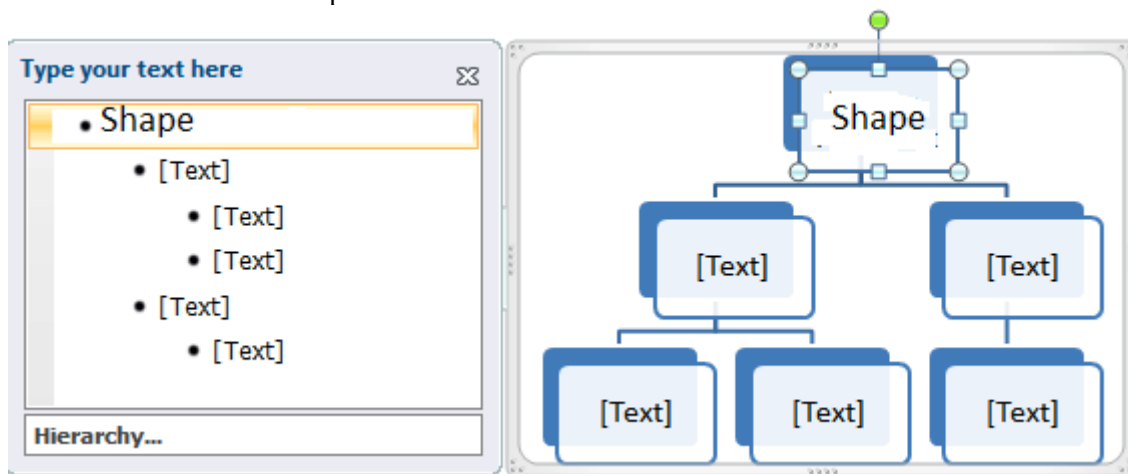
3. Select a category to the left of the dialog box, and preview the SmartArt graphics that appear in the center.
4. Select the desired SmartArt graphic, and then click OK.



5. To add texts to the SmartArt select the graphic. A border will appear around it with an arrow on the left side.
6. Click the arrow on the left side of the graphic to open the task pane.



7. For each box enter text next to each bullet in the task pane. The information will appear in the graphic and will resize to fit inside of the shape.

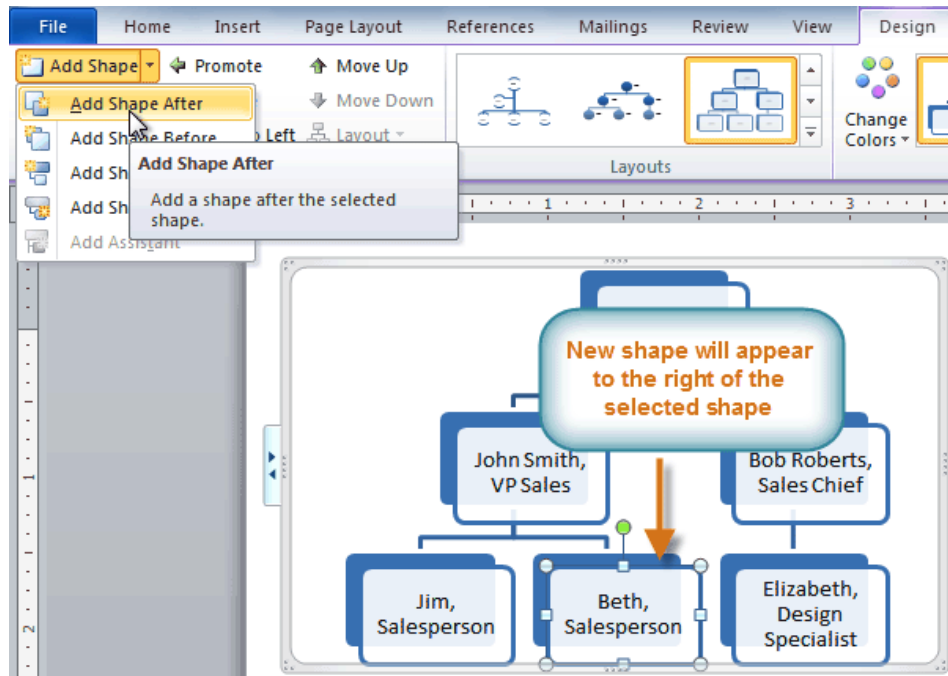


8. To add a new shape, press Enter. A new bullet will appear in the task pane, and a new shape will appear in the graphic.

## 4.3 CHANGING THE ORGANIZATION OF A SMARTART

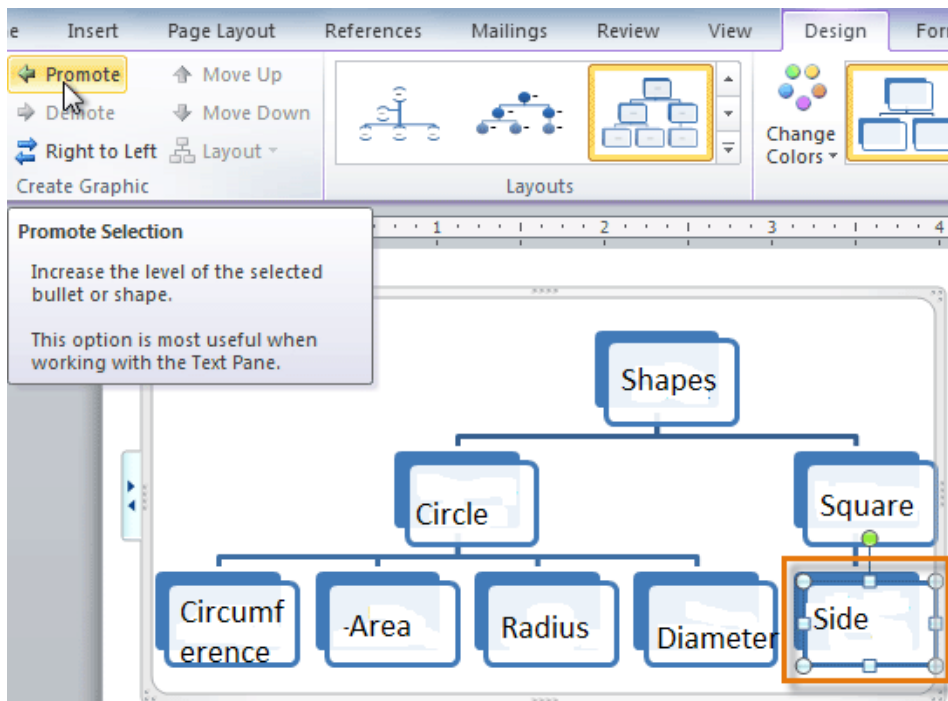
To add a shape to a graphic:

1. Select the graphic. The Design and Format tabs appear on the Ribbon.
2. Select the Design tab. Click the Add Shape command in the Graphics group.
3. Select one of the shapes nearby the desired location where you want to add your new shape.
4. Select Add Shape Before or Add Shape After. If you want to add a superior or a subordinate, select the Add Shape Above or Add Shape Below options.



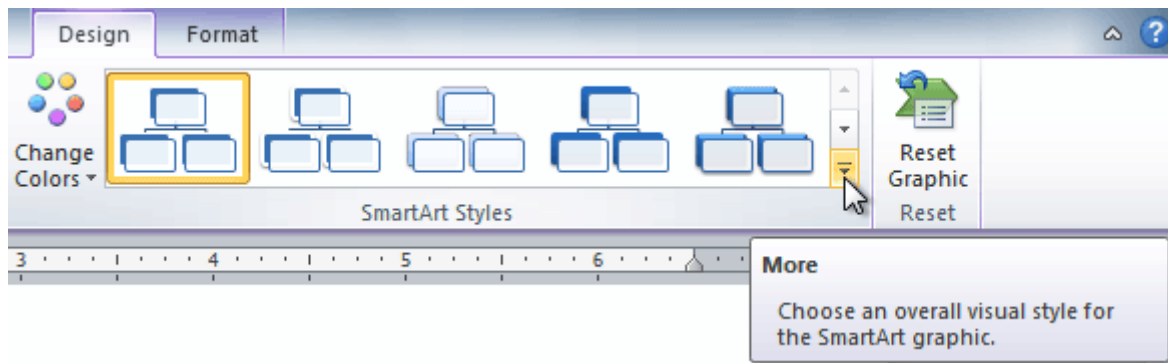
## 4.4 MOVING THE SHAPES

1. Select the graphic. The Design and Format tabs appear on the Ribbon.
2. Select the Design tab. Select the shape you want to move.
3. Click the Promote or Demote command in the Create Graphic group.
4. The shape will move up or down by one level.



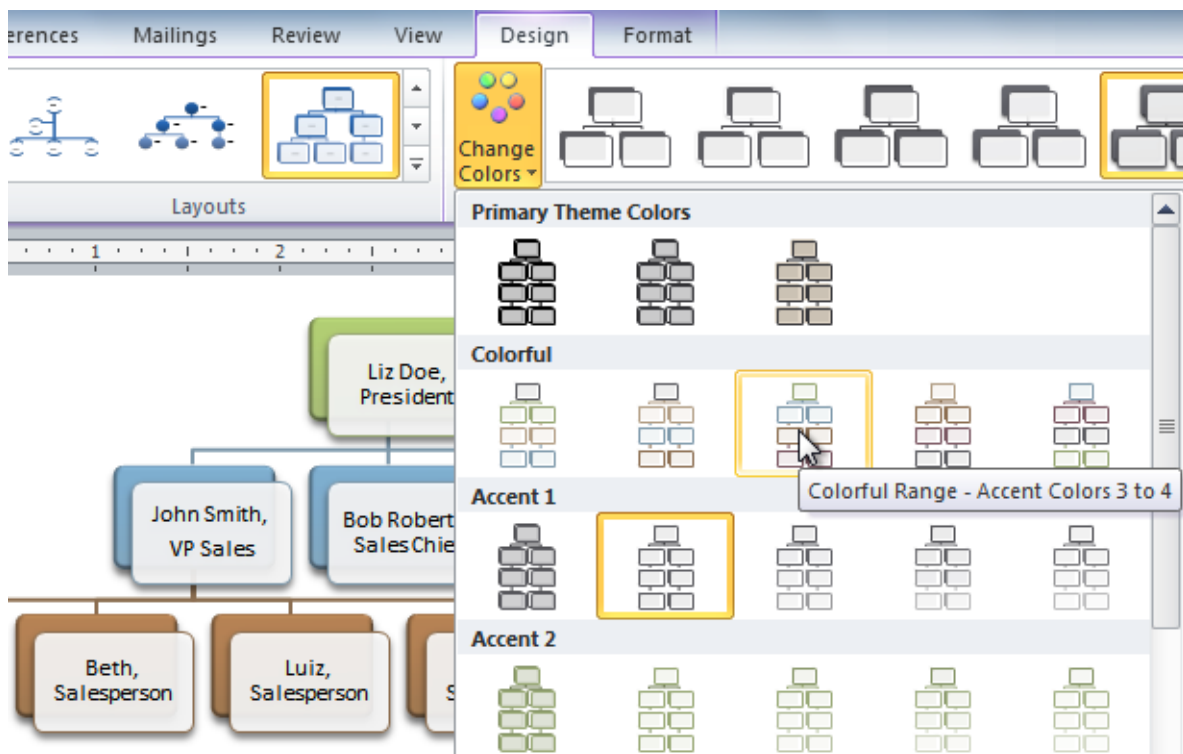
## 4.5 MODIFYING THE APPEARANCE

1. Select the graphic. The Design and Format tabs appear on the Ribbon.
2. Click the Design tab. In the SmartArt Styles group, click the More drop-down arrow to view all of the styles.
3. Hover your mouse over each style to see a preview and select the desired one.



## 4.6 CHANGE COLOUR SCHEME OF THE SMARTART

1. Select the graphic. The Design and Format tabs appear on the Ribbon.
2. Select the Design tab.
3. Click the Change Colors command. A drop-down menu appears, showing various colour schemes.
4. Select the desired color scheme.





## ACTIVITY 1

1. Create a new document.
2. Insert a SmartArt graphic to depict the “Food Groups”.
3. Enter text into the graphic.
4. Change the SmartArt style.
5. Change the colour scheme.

## BRAIN DEVELOPER

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### I CHOOSE THE BEST ANSWER

1. Under what grouping of commands will you find the SmartArt command?
  - (a) Text
  - (b) Illustrations
  - (c) Paragraph
  - (d) Design
2. Where do you go to add more shapes to your SmartArt Graphic?
  - (a) SmartArt Tools>Design>Create Graphic Grouping>Add Shape
  - (b) SmartArt Tools>Format>Add Shape icon
  - (c) Insert>SmartArt>Add Shape icon
  - (d) Design>Tools>Add Shape icon

### II ANSWER THE FOLLOWING

1. What is the use of Smartart?
2. Which command is used to create a graphic group?

*Teacher's Signature*