

Quick Tip: SmartArt graphics can be resized or formatted as a group. PowerPoint automatically adjusts the graphic for the best look and fit.

Module Four: Adding SmartArt

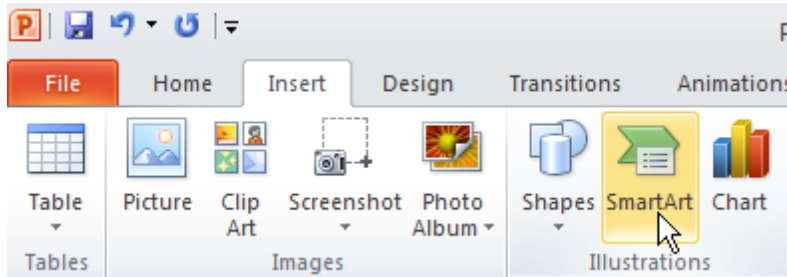
You may have already used SmartArt graphics using a content placeholder when you add a new slide in PowerPoint 2010. This module will show you how to add a SmartArt graphic anywhere in your presentation. You'll learn more about the SmartArt Tools tab, and how to add text to a SmartArt graphic. You'll also learn how to resize, move, and delete SmartArt graphics.

Inserting SmartArt

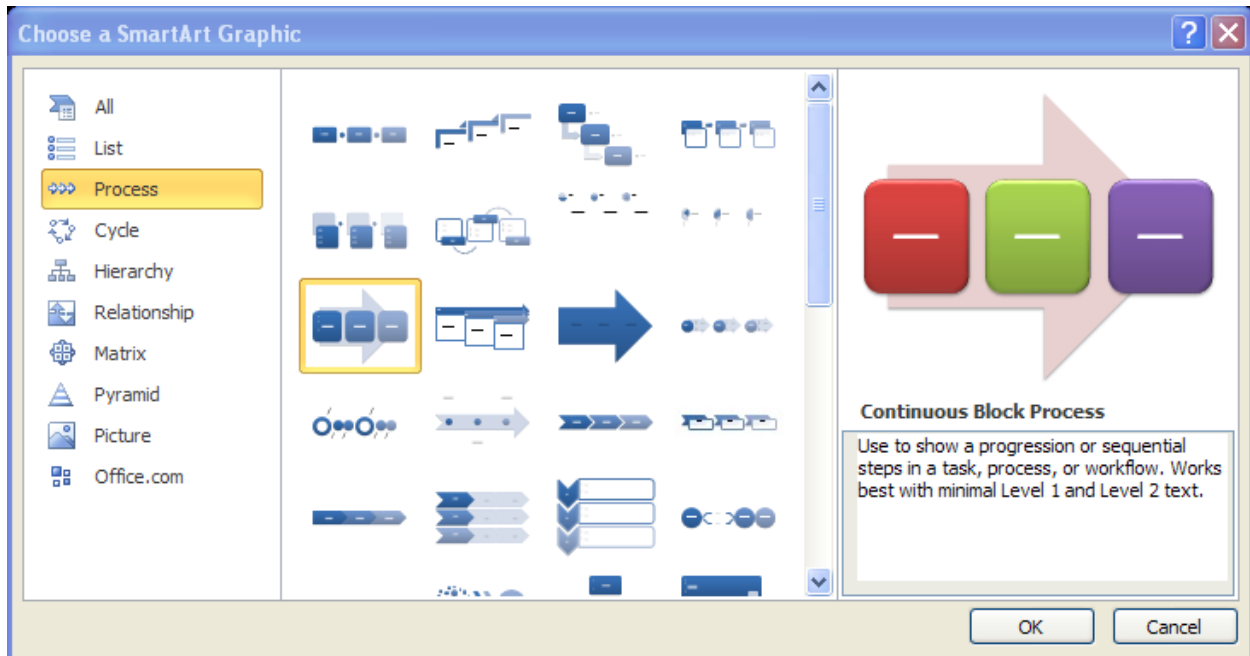
SmartArt is a set of pre-defined graphics to help you convey different types of information. SmartArt includes templates for lists, processes, cycles, hierarchies, relationships, matrices, pyramids, and pictures. You can insert a SmartArt graphic anywhere in your presentation

Use the following procedure to insert SmartArt:

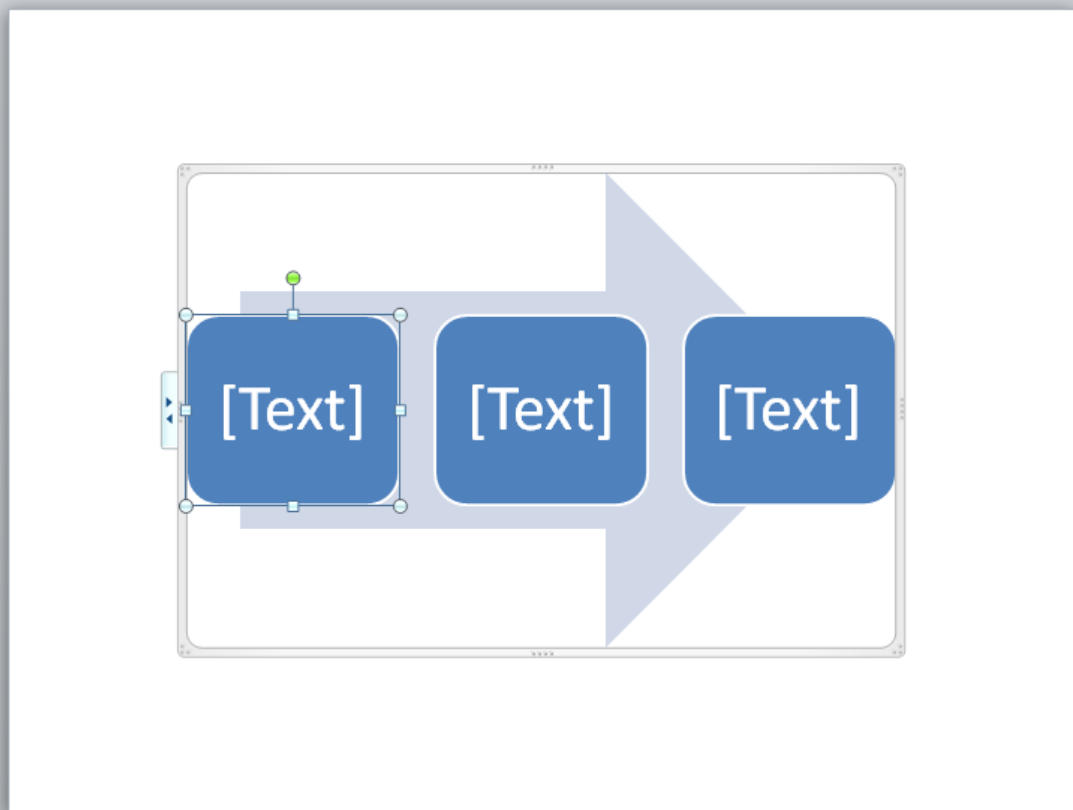
1. Select the **Insert** tab from the Ribbon.
2. Select **SmartArt**.



3. In the Choose a SmartArt Graphic dialog box, select the category on the left. Then you select the item in the middle. The right shows a preview of the item. Select **OK** to insert the content.



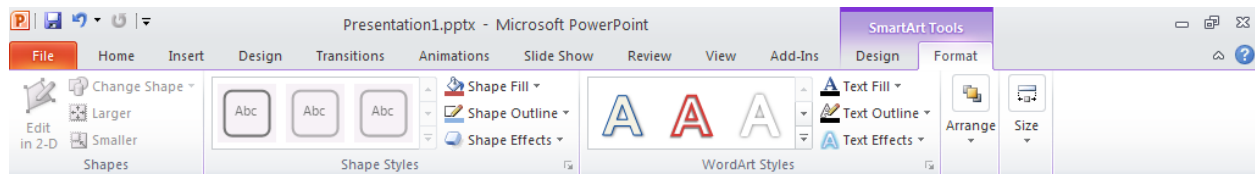
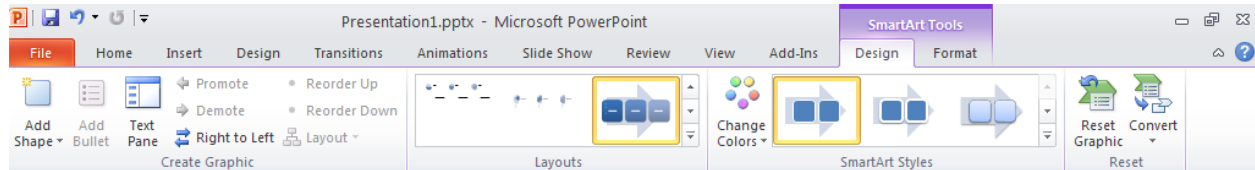
Powerpoint inserts the selected SmartArt graphic in the middle of the slide.



Using the SmartArt Tools Tabs

You may have noticed the SmartArt Tools tabs that appear when you inserted your SmartArt graphic. These contextual tabs are used throughout Office 2010. The appropriate tab appears, depending on which type of object you are using.

Below are the Tools tabs for working with SmartArt.

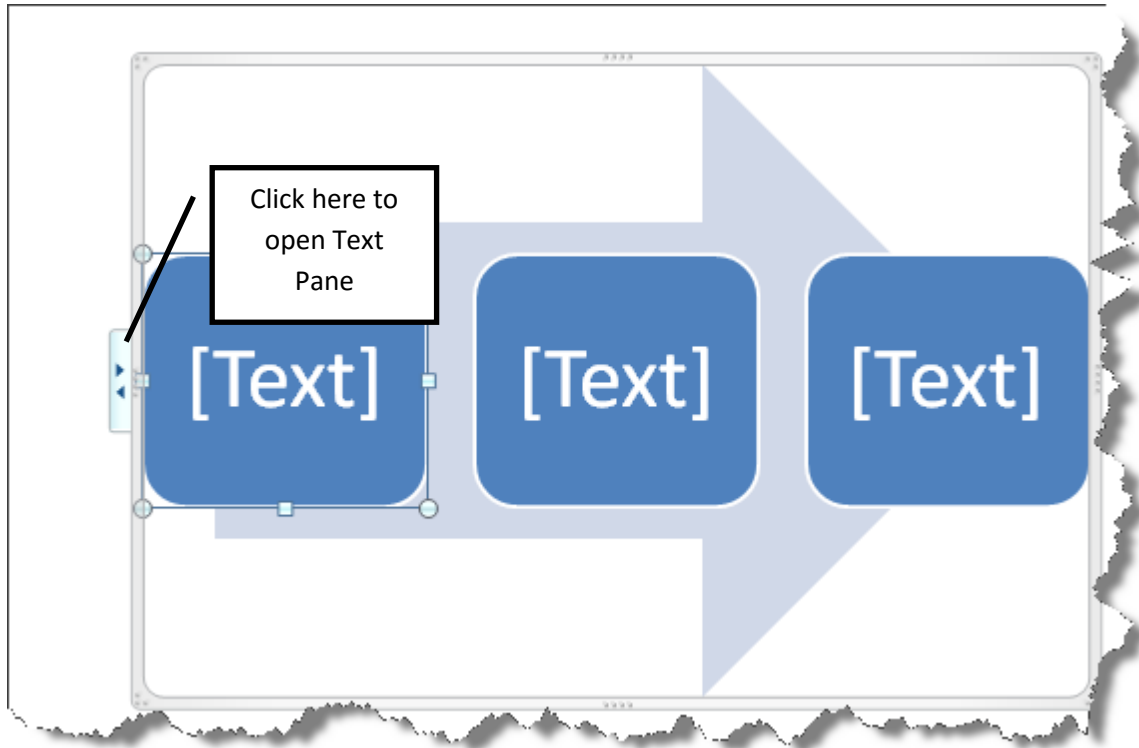


Adding Text to SmartArt

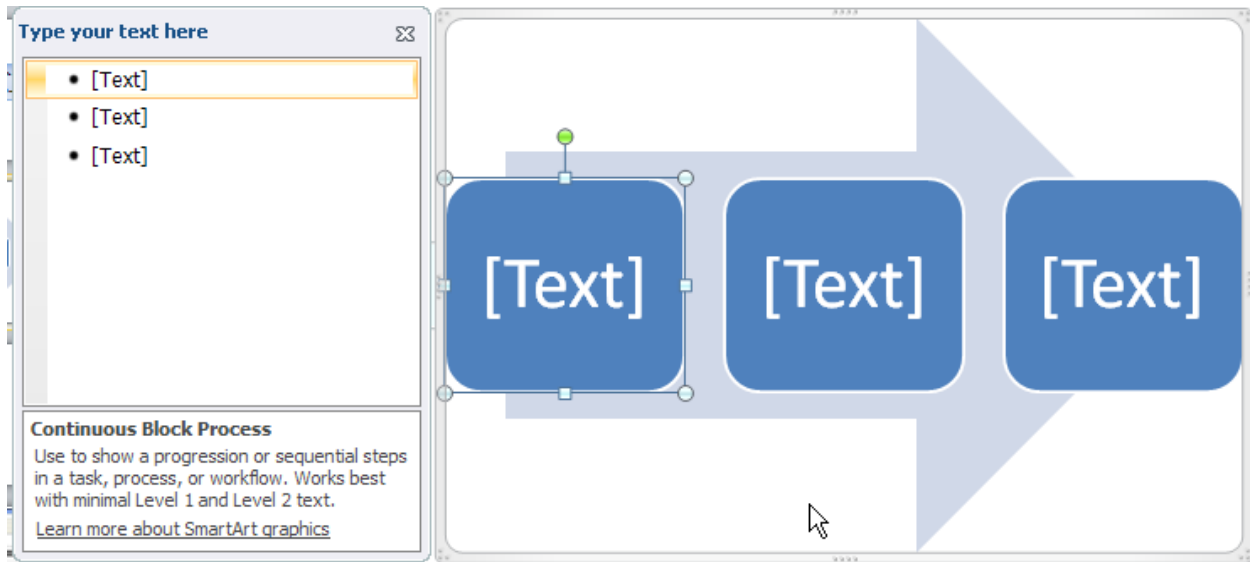
After you have inserted a SmartArt graphic, you'll need to add your custom text to the diagram. You can add text by selecting one of the [Text] areas and typing, or by using the Text Pane.

Use the following procedure to add text to a SmartArt graphic by using the Text Pane.

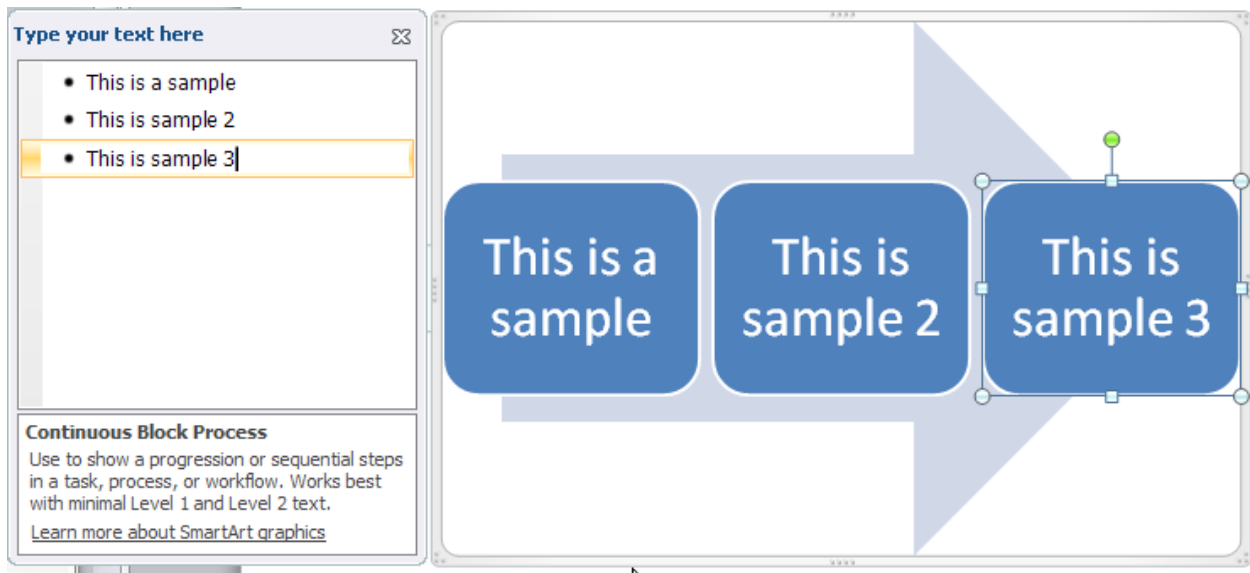
1. To the left of the SmartArt graphic you inserted, there is a small rectangle with an arrow pointing right and an arrow pointing left. Click this arrow to open the Text Pane.



PowerPoint opens the Text Pane.



2. Click on the first line and begin typing. Each line represents a new item in the graphic.



The SmartArt text adjusts to fit the graphic. The more text you enter in each graphic element, the smaller the text will become.

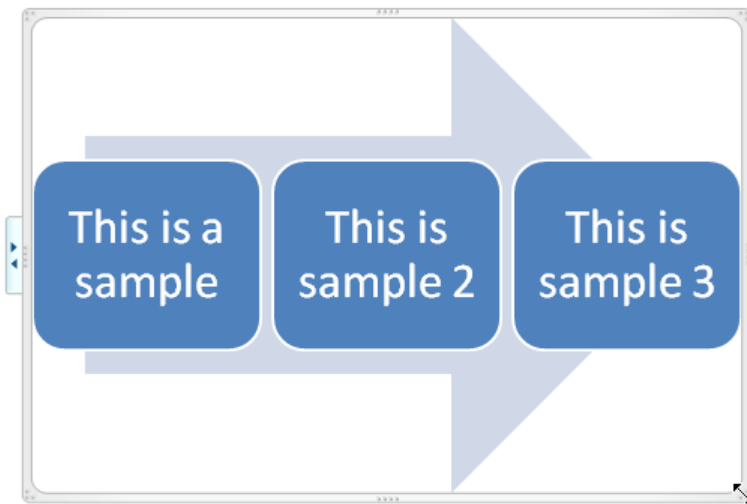
3. When you have finished, click anywhere on the slide, and the Text Pane will close automatically. Alternatively, you can click the X in the top right corner.

Resizing, Moving, and Deleting SmartArt

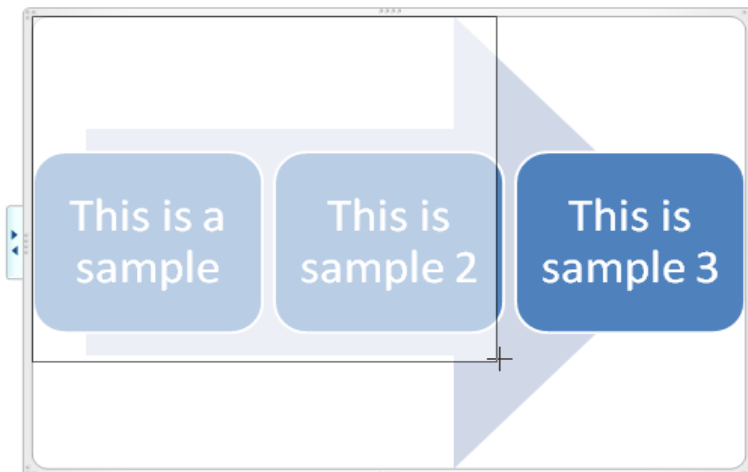
Picture handles appear around the graphic when you select a SmartArt graphic in PowerPoint 2010. These handles help when resizing the graphic manually. Make sure these handles are present when you need to move a graphic.

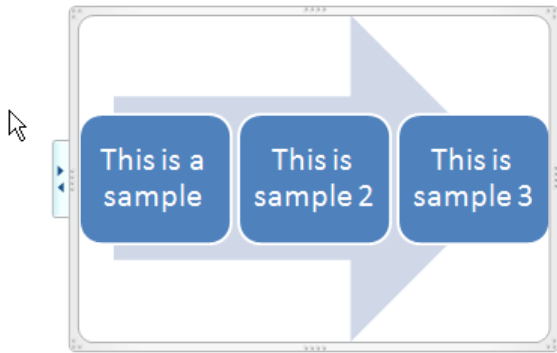
Use the following procedure to resize a SmartArt graphic:

1. Click on the SmartArt graphic to select it. Notice the border around the graphic. Each corner has three small dots.
2. Select one of the corners and drag the picture. Notice the cursor changes to a diagonal line with arrows at both ends. You can make it smaller or bigger, depending on which direction you drag.



3. Release the mouse when the graphic is the desired size. Notice that PowerPoint may rearrange the graphic elements for the best look and fit.

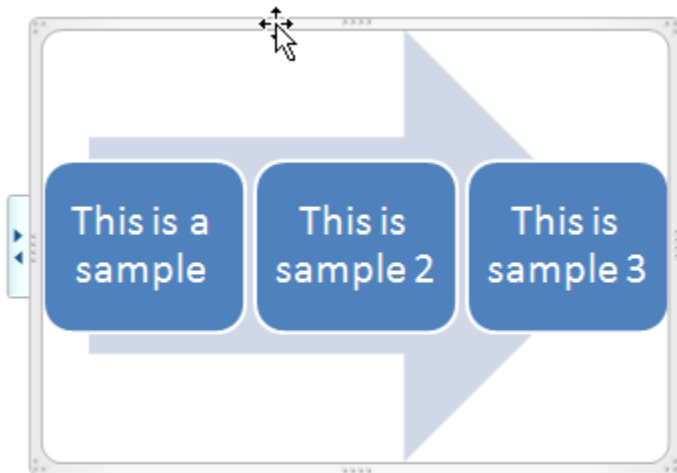




Use the following procedure to move the diagram:

1. Select the diagram border.

The cursor changes to a cross with four arrows.



2. Drag the mouse to move the diagram. Release the mouse when the diagram is in the desired location.

