



University Information
Technology Services

Microsoft SmartArt

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft SmartArt

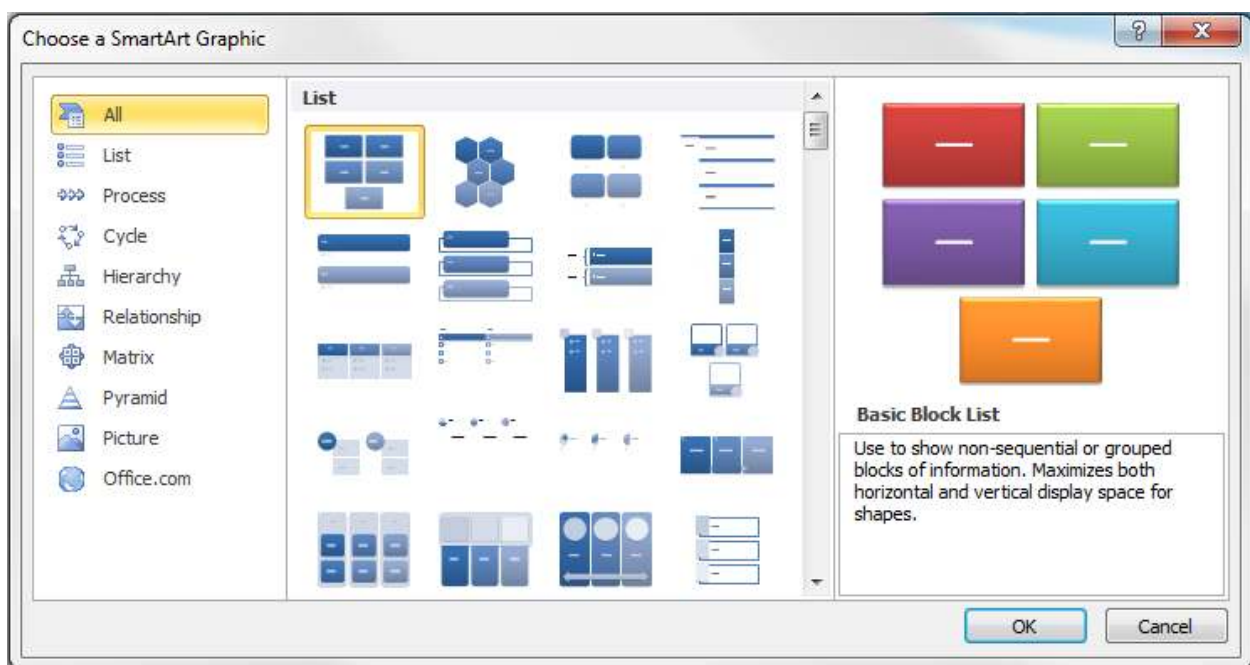
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A SmartArt graphic is a visual representation of your information and ideas. When you choose a layout for your SmartArt graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. Experimentation is sometimes the best way to determine which graphic is best suited for your information.

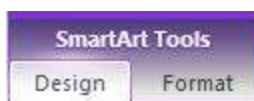
1. Inserting a SmartArt Graphic

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **SmartArt**.



SmartArt Graphics Layouts

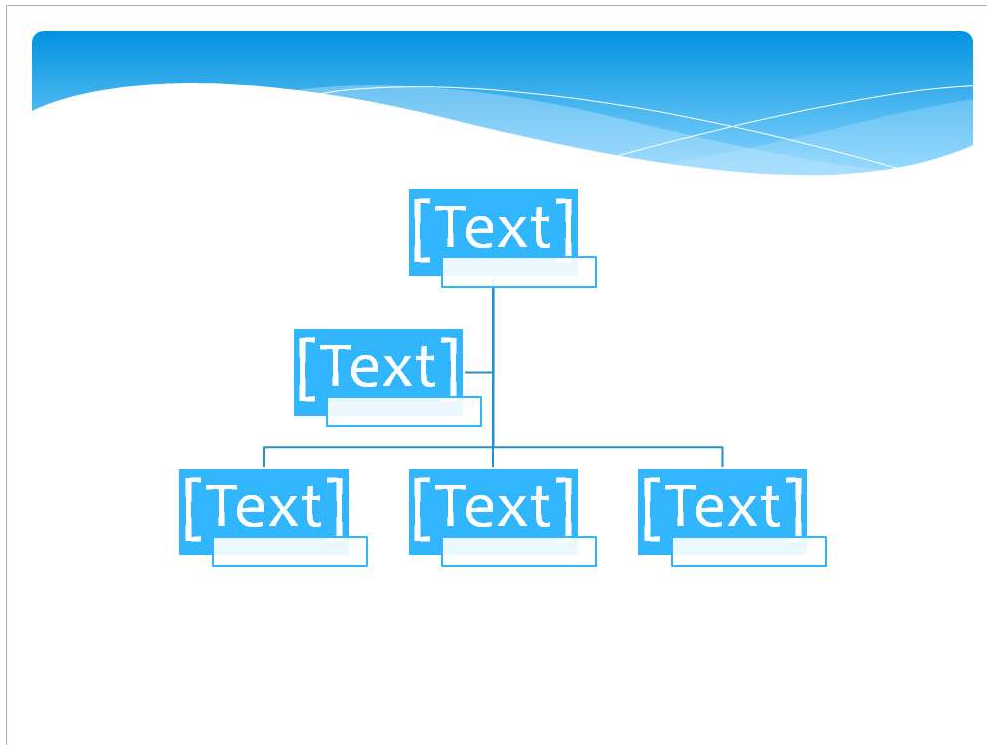
3. Select the category of SmartArt that will best represent your information from the list on the left side of the **Choose a SmartArt Graphic** dialog box. Then, select the specific type of diagram that you want by clicking on the icon that represents that type.
4. Click the **OK** button. The graphic appears on the slide and the **SmartArt Tools** contextual tab appears on the Ribbon.



SmartArt Tools Tab

Within the SmartArt Tools tab are the Design and Format tabs. Clicking on these tabs changes the SmartArt Tools visible on the Office Ribbon.

2. Modifying a SmartArt Graphic

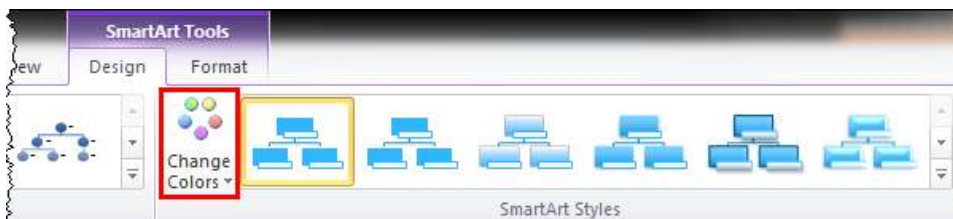


SmartArt Organizational Chart

Every SmartArt graphic contains text labels where you will enter the information items that you want to represent in the graphic. The graphic above shows an organizational chart. The “[Text]” areas are where you would enter the names and titles of the members of the organization.

2.1 Changing the Colors

1. Click on the graphic.
2. In **SmartArt Tools**, click on the **Design** tab.



3. Click on **Change Colors**.
4. Select another color scheme.

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