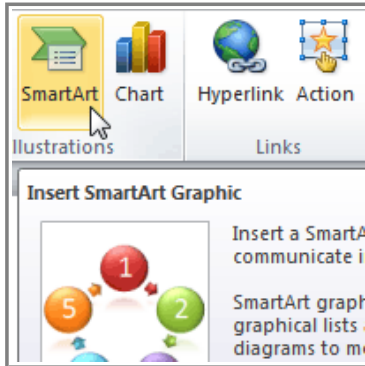




## Introduction



SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can really enhance your presentation, and SmartArt makes using graphics especially easy.

In this lesson, you will learn how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.

## SmartArt Graphics

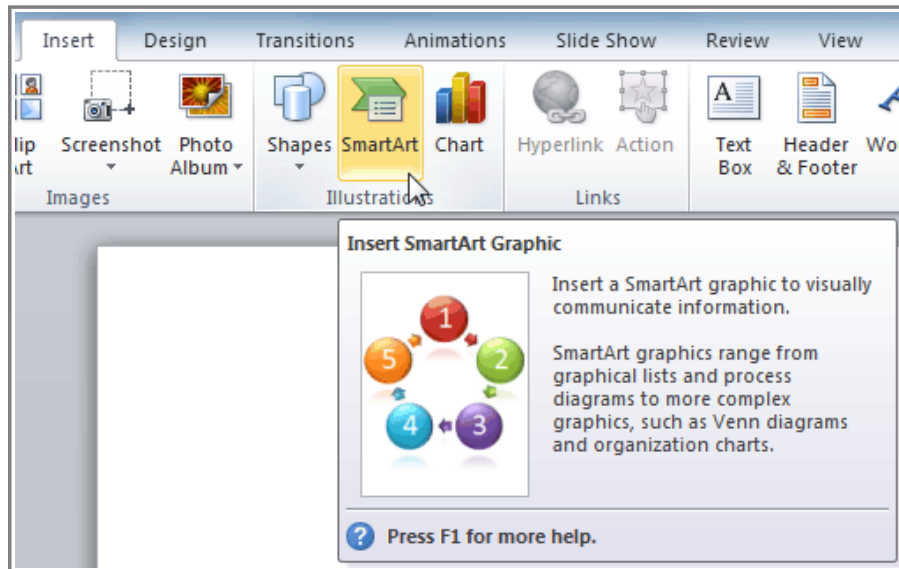
▶▶▶ Watch the video to learn about the basics of working with **SmartArt**.



Watch the video (3:57). [Need help?](#)

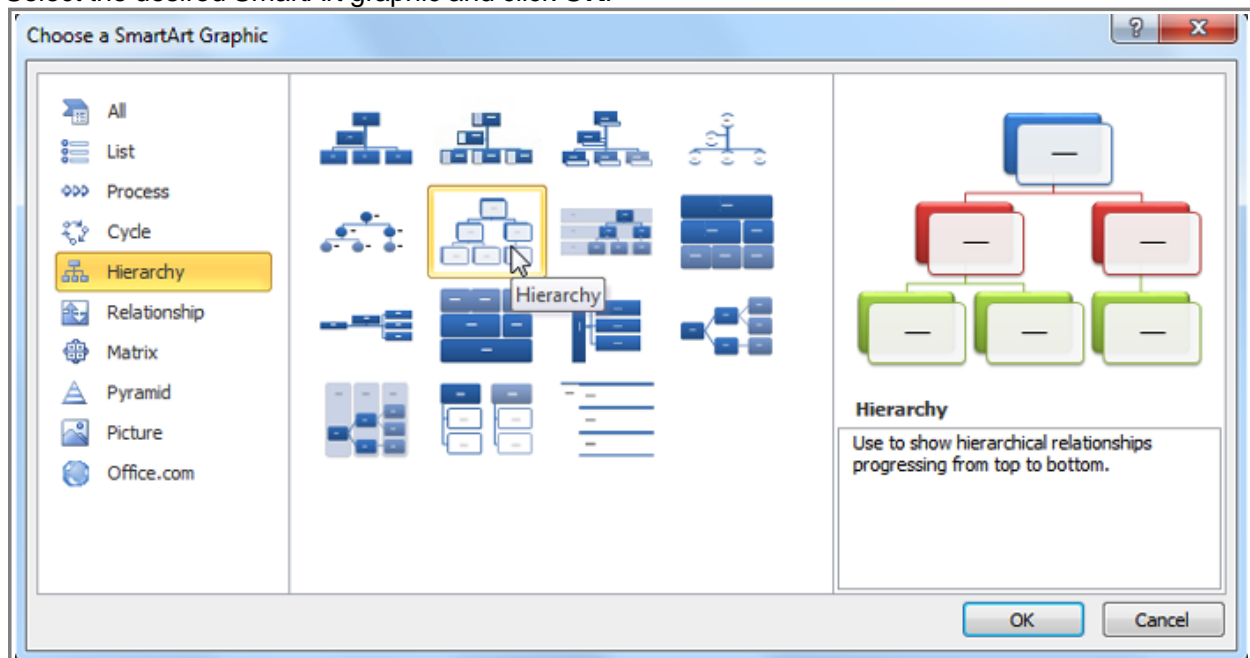
### To Insert a SmartArt Illustration:

1. Select the **Insert** tab.
2. Select the **SmartArt** command in the Illustrations group. A dialog box will appear.



*The SmartArt Command*

3. Select a **category** on the left of the dialog box and review the SmartArt graphics that appear in the **center**.
4. Select the desired SmartArt graphic and click **OK**.

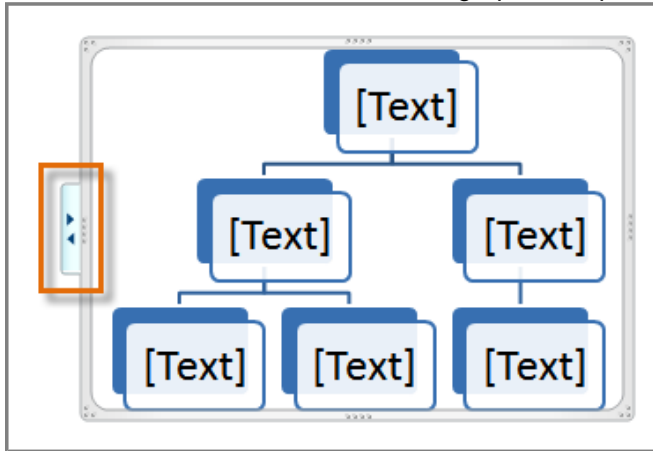


*Selecting a SmartArt graphic*

To see more details about a graphic, click on any image, and a larger preview of the graphic with **additional text details** will appear on the **right side** of the dialog box.

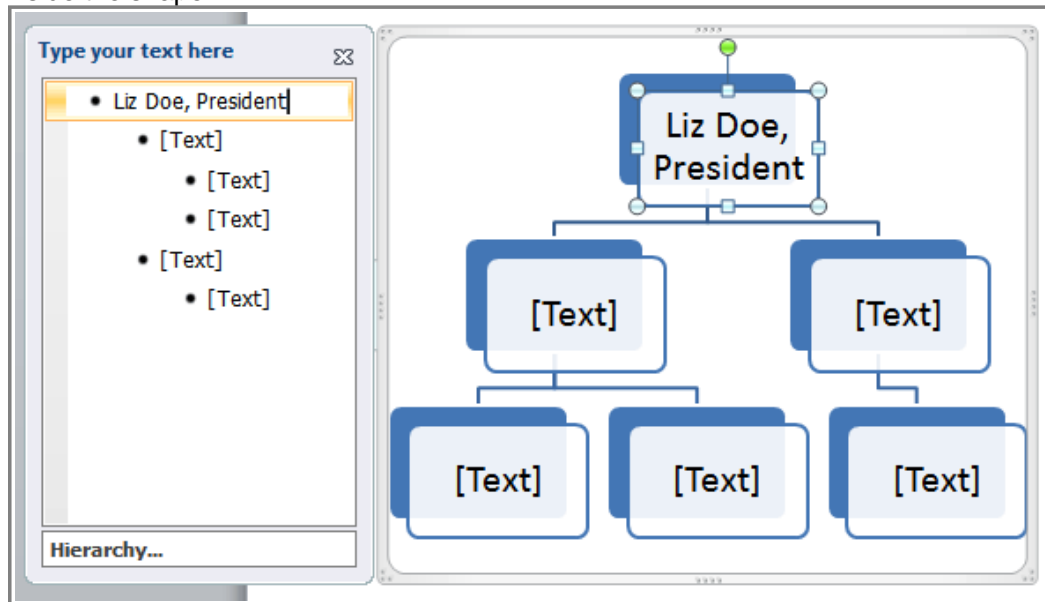
## To Add Text to a SmartArt Graphic:

1. Select the graphic. A border will appear around it with an **arrow** on the left side.
2. Click the **arrow** on the left side of the graphic to open the task pane.



*The arrow to open the task pane*

3. Enter text next to each bullet in the task pane. The information will appear in the graphic, and will resize to fit inside the shape.



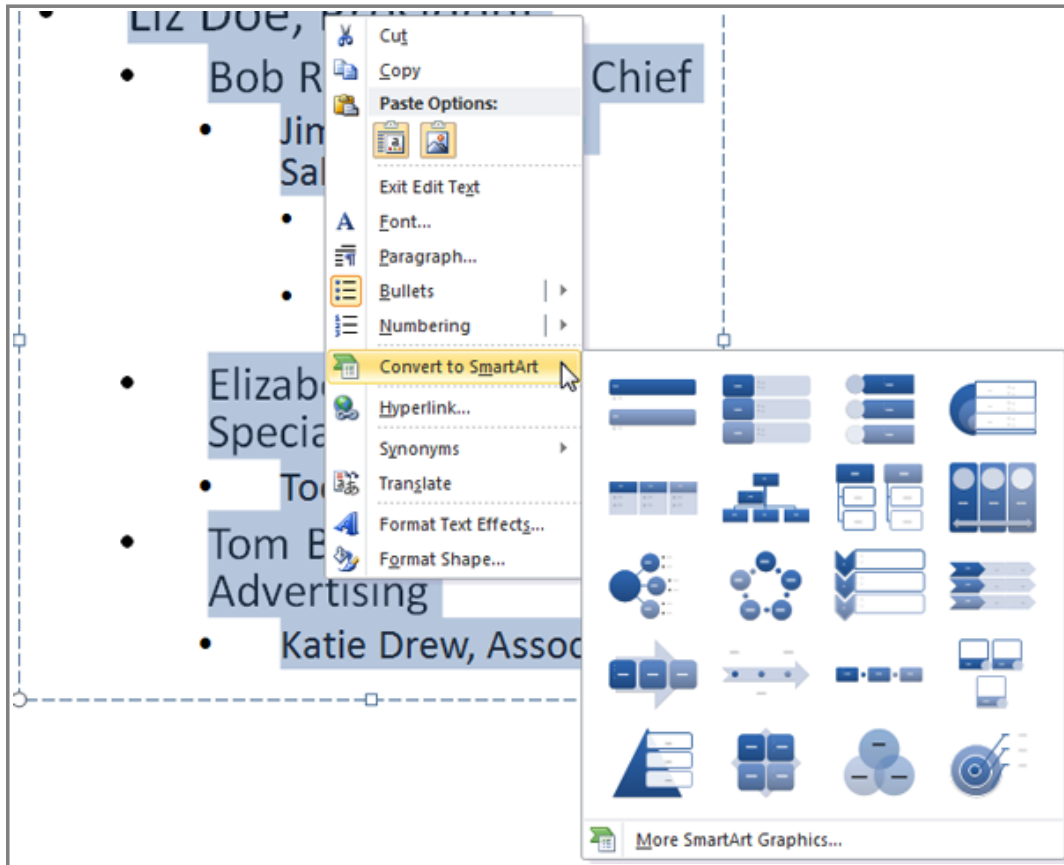
*Typing text into the task pane*

4. 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.

You can also add text by clicking on the desired shape and then typing your text. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **task pane** is often faster.

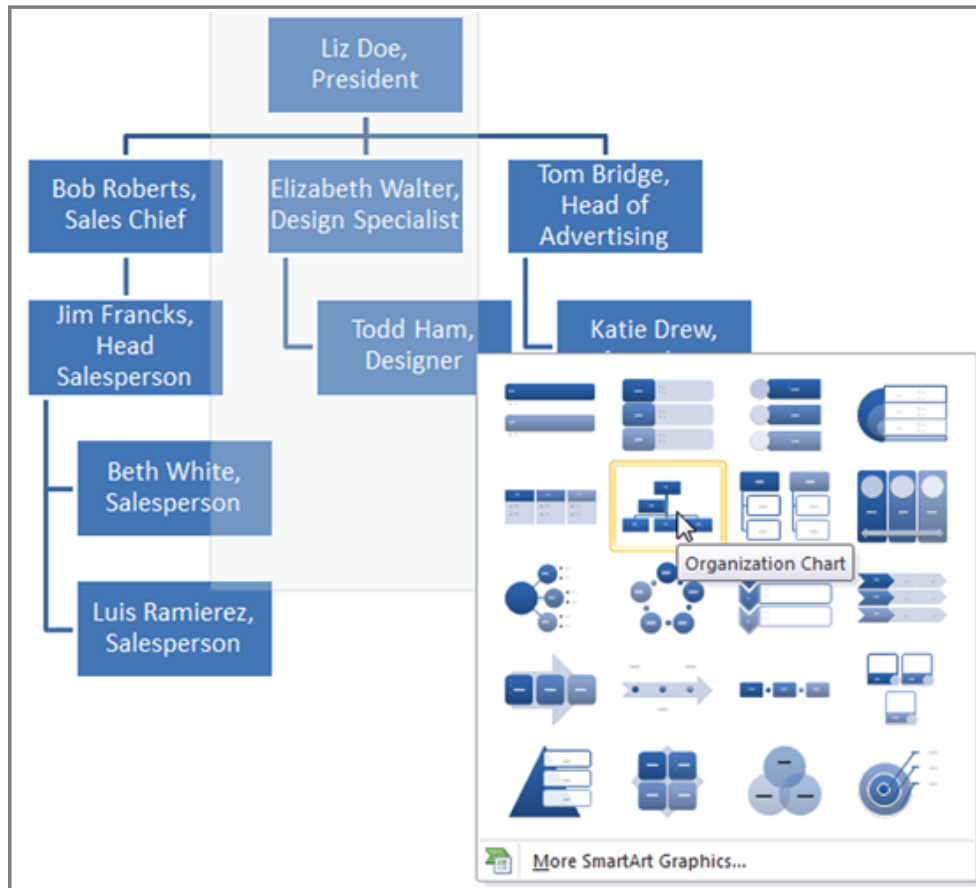
## To Convert Existing Text to SmartArt

1. Select the list or paragraph you want to change to SmartArt and right click. A drop-down menu will appear.
2. Hover the mouse over **Convert to SmartArt**.



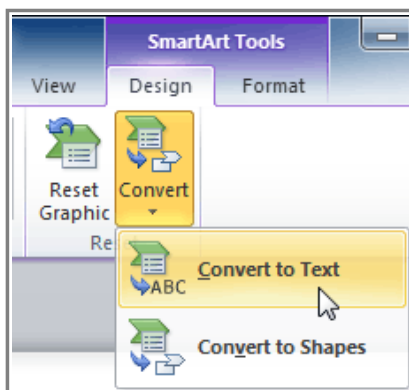
*Converting text to SmartArt*

3. Select the desired SmartArt graphic, or click **More SmartArt Graphics** at the bottom of the menu to view more options.



**Converting SmartArt to text**

You can also convert SmartArt back to text. Select your SmartArt, then click on the **SmartArt Tools Design** tab. Click **Convert**, and select **Convert to Text**.

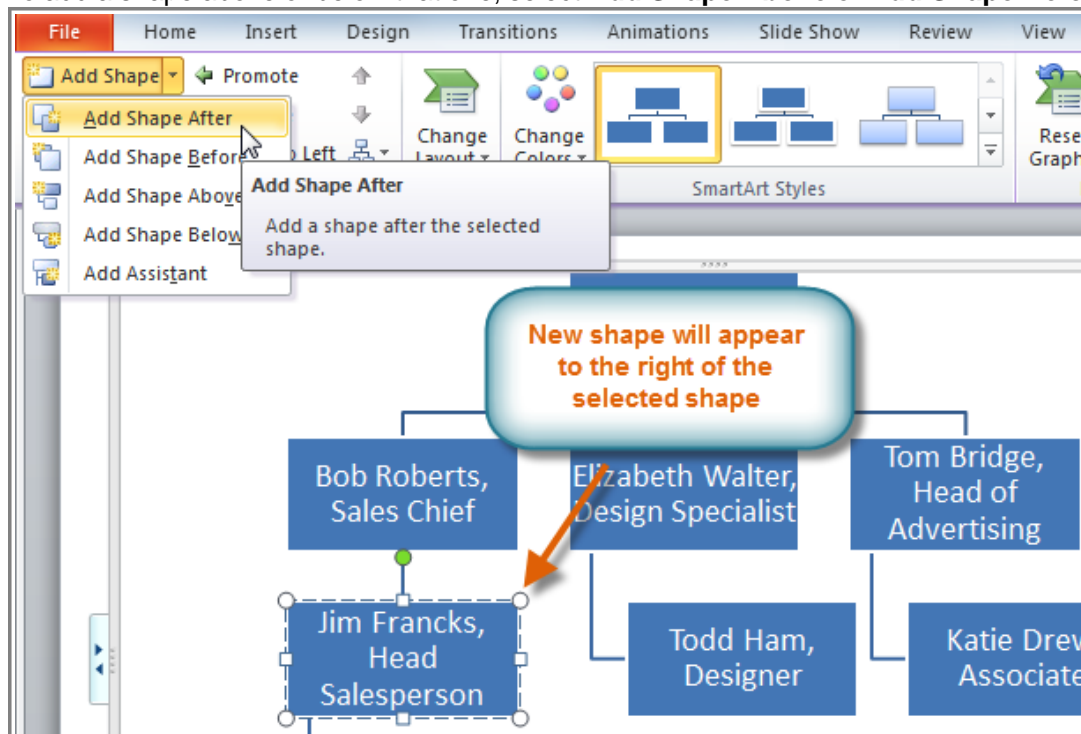


**Converting SmartArt to text**

## Changing the Organization of a SmartArt Graphic

### To Add a Shape to a Graphic:

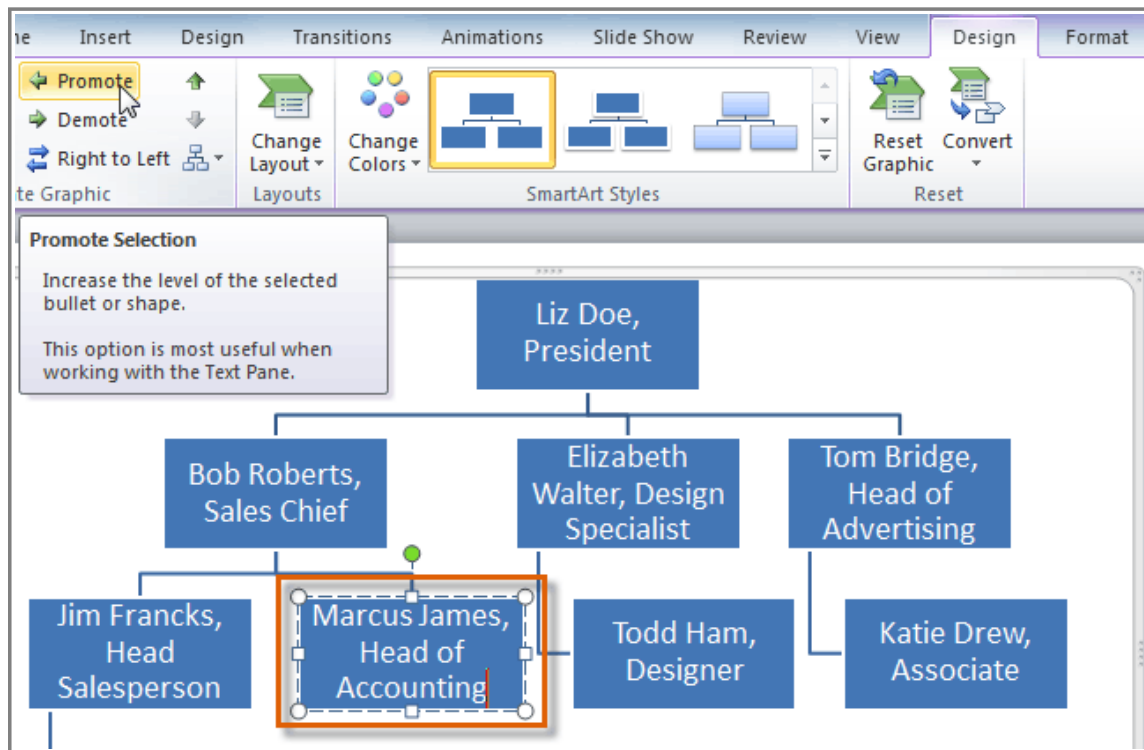
1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Decide where you want the **new shape** to appear and select one of the shapes nearby.
4. Click the drop-down arrow on the **Add Shape** command in the Graphics group. A menu will appear.
5. Select **Add Shape Before** or **Add Shape After** to add a shape on the same level as the one you selected. To add a shape above or below that one, select **Add Shape Above** or **Add Shape Below**.



*Adding a shape*

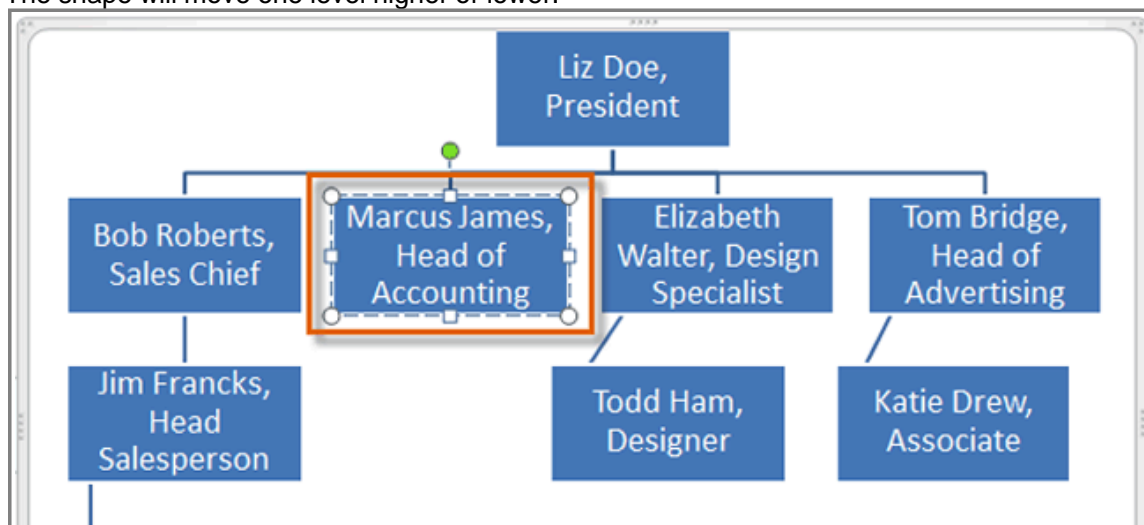
### To Move Shapes to a Higher or Lower Level:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Select the **shape** you would like to move.
4. To move the shape to a higher level, click the **Promote** command in the Create Graphic group, or click **Demote** to move it lower.



*Promoting a shape*

5. The shape will move one level higher or lower.

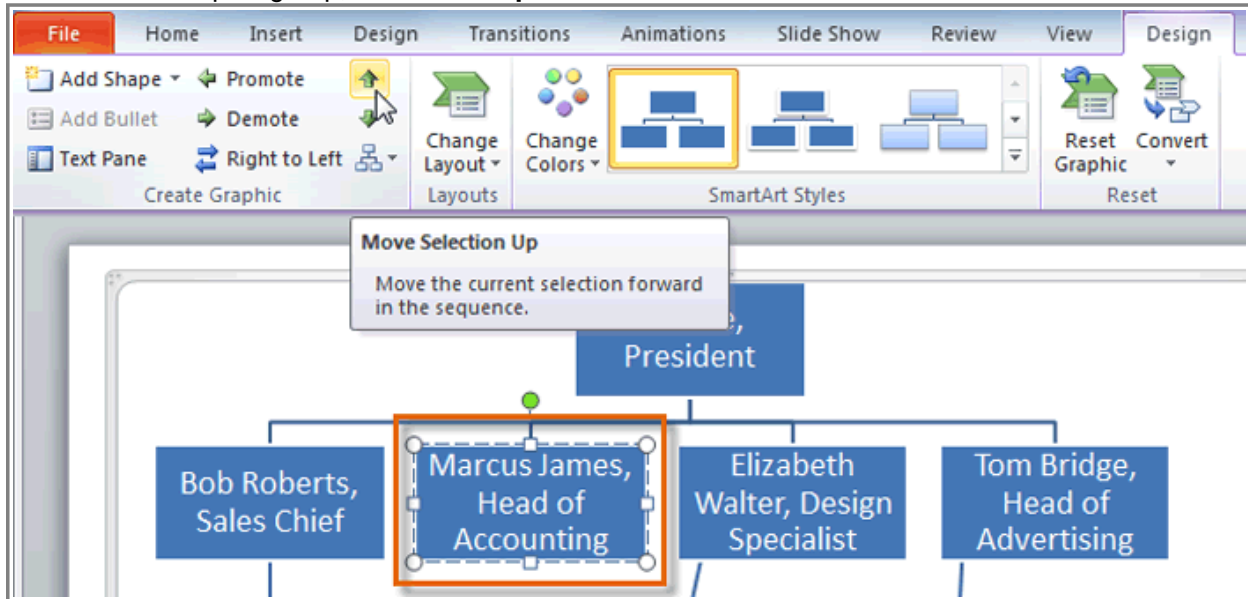


*The promoted shape*

You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift-Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list** in Word 2010. For more information, you may want to review the Word 2010 [Working with Lists](#) lesson.

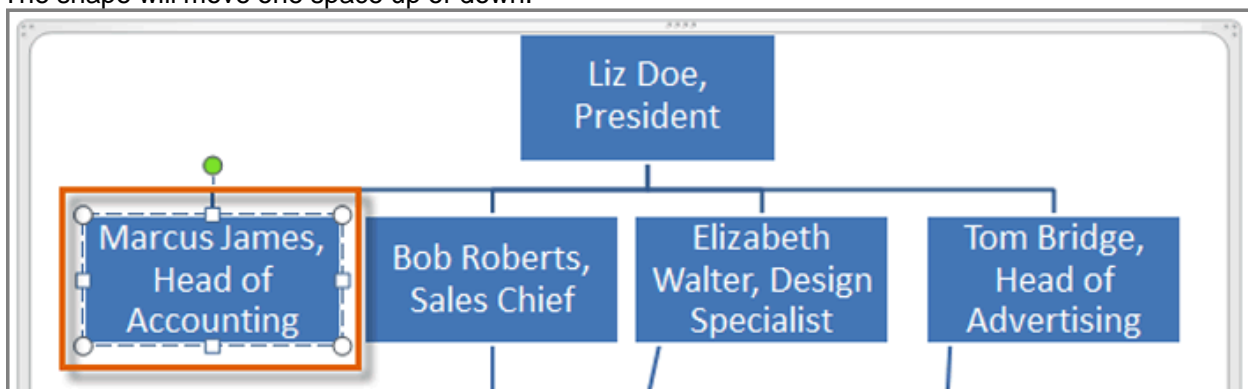
## To Rearrange Shapes on the Same Level

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Select the **shape** you would like to move.
4. In the Create Graphic group, click **Move Up** or **Move Down**.



*Moving a shape up on the same level*

5. The shape will move one space up or down.



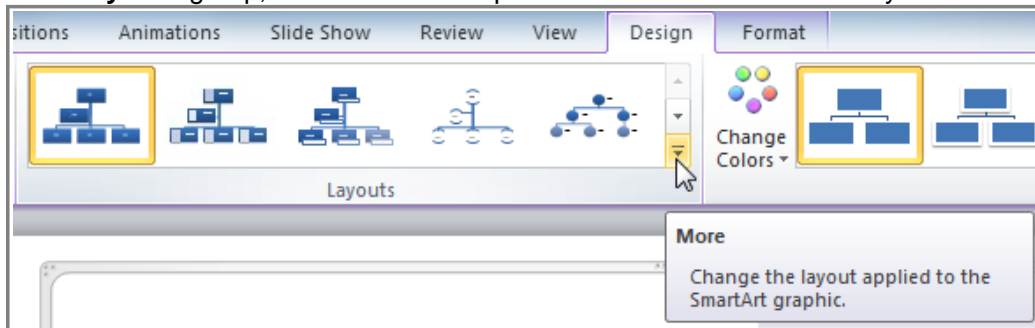
*The moved shape*

## Modifying the SmartArt Graphic's Appearance



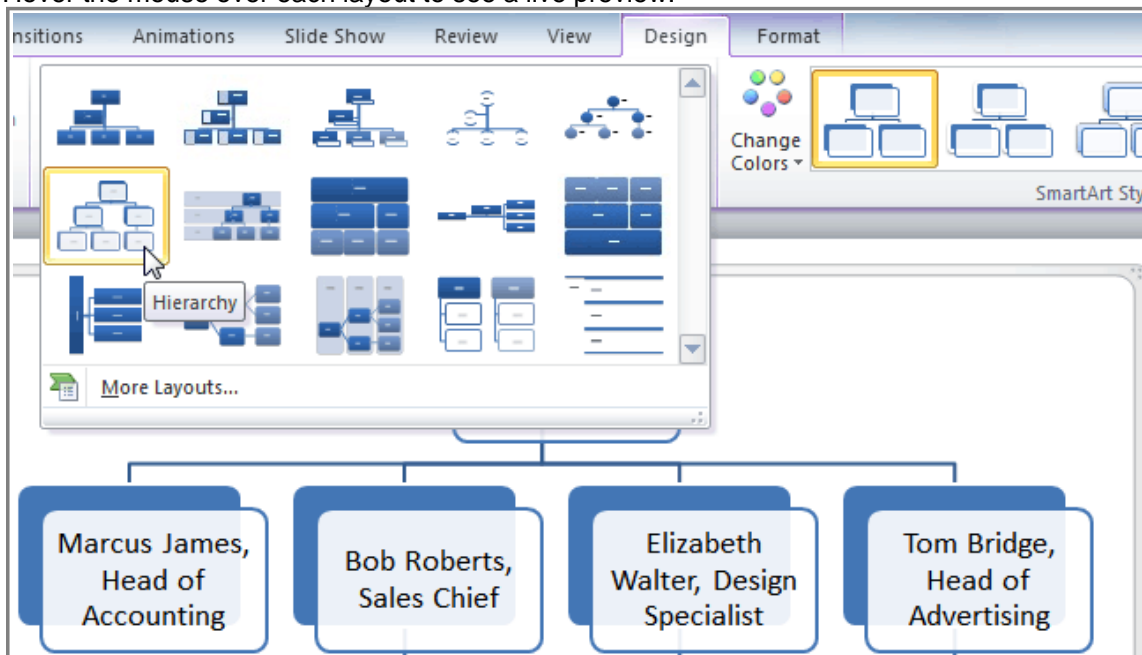
## To Change the SmartArt Layout:

1. Select the graphic. The **Design** and **Format** tabs will appear on the Ribbon.
2. Click the **Design** tab.
3. In the **Layouts** group, click the **More** drop-down arrow to view all of the layouts.




*Viewing the SmartArt layouts*

4. Hover the mouse over each layout to see a live preview.



*Selecting a new layout*

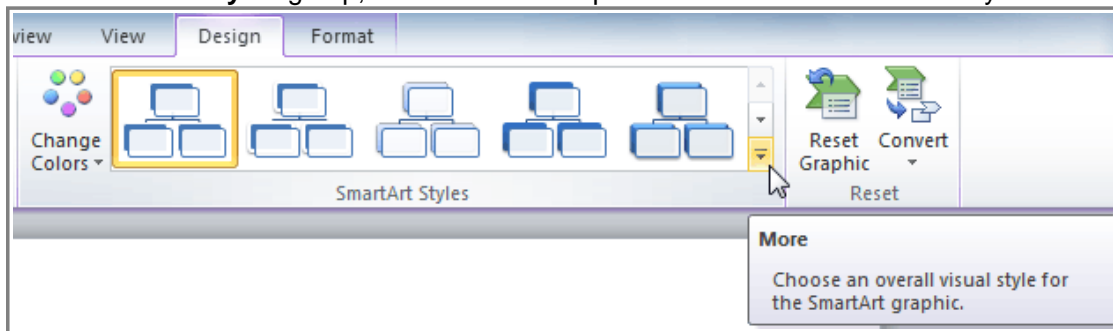
5. Select the desired layout.

 If the new layout is very different from the old one, some of your text may not show up. Before selecting a new layout, check carefully to make sure no important information gets lost.

## To Change the SmartArt Style:

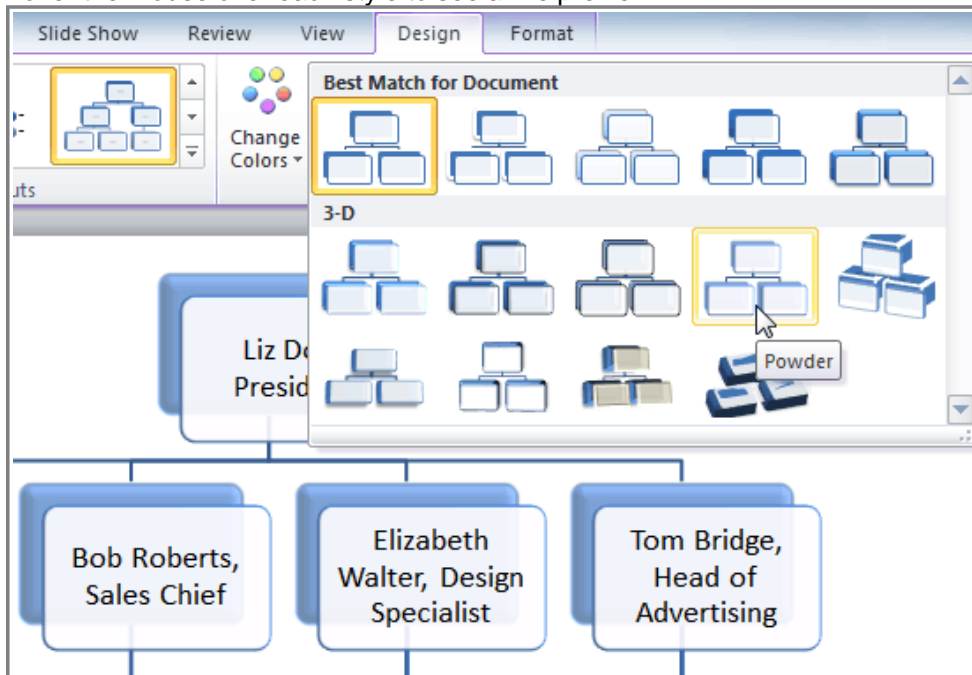
1. Select the graphic. The **Design** and **Format** tabs will appear on the Ribbon.

- Click the **Design** tab.
- In the **SmartArt Styles** group, click the **More** drop-down arrow to view all of the styles.



*Viewing the SmartArt styles*

- Hover the mouse over each style to see a live preview.



*Selecting a SmartArt style*

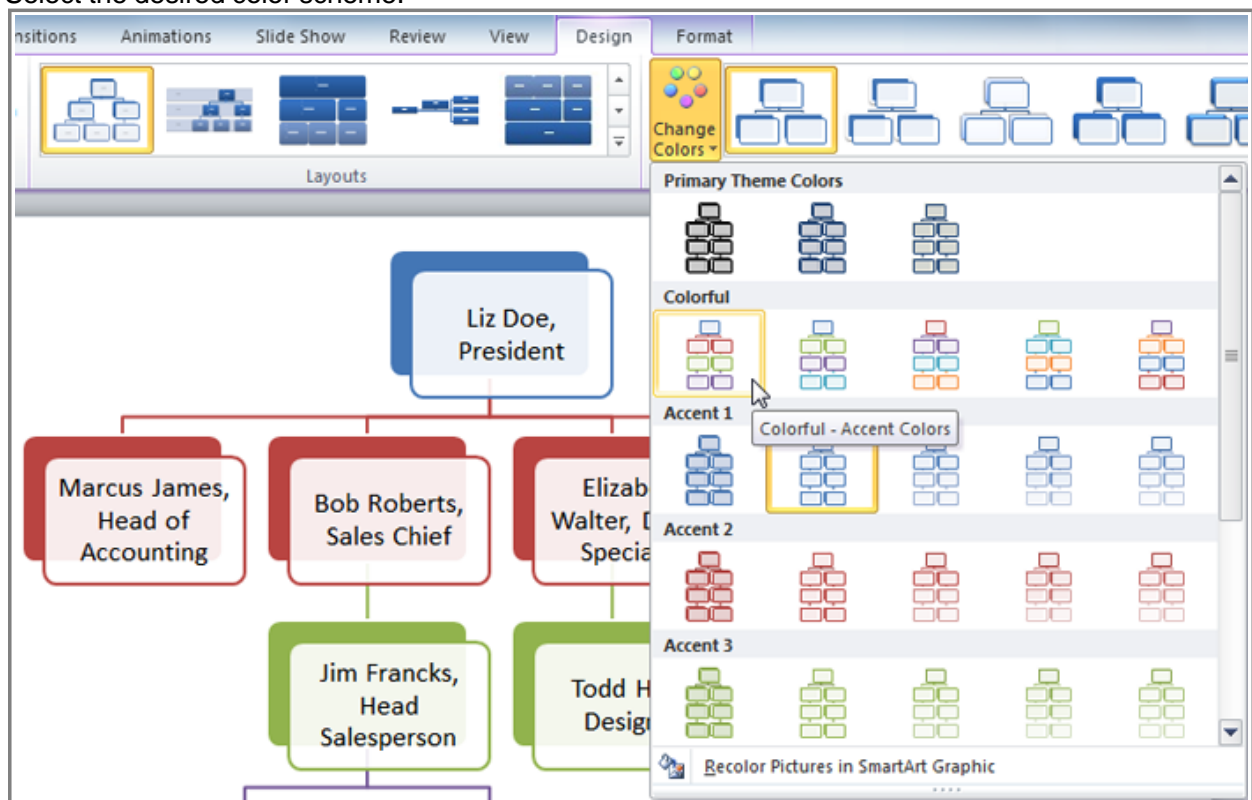
- Select the desired style.

## To Change the Color Scheme:

PowerPoint provides a variety of **color schemes** to use with SmartArt. The color schemes use **Theme Colors**, so they will vary depending on which **Theme** you are using.

- Select the graphic. The **Design** and **Format** tabs will appear on the Ribbon.
- Select the **Design** tab.

3. Click the **Change Colors** command. A drop-down menu appears showing various color schemes.
4. Select the desired color scheme.



*Selecting a new color scheme*

If you want to change the appearance of a **single shape** within the SmartArt graphic, select the shape and click the **Format** tab. You can then modify the **Shape Style**, **color**, **effects** or other settings for that shape.

## Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use [this example](#).
2. Insert a **SmartArt graphic**. Or, if you're using the example, go to slide 6 and change the **bulleted list** into **SmartArt**.
3. Enter **text** into the graphic. If you're using the example, click on the **SmartArt** you just created. Add a new employee on the level below "Elizabeth Walter, Design Specialist."
4. Change the **SmartArt Style**. If you're using the example, go to the slide 10 and change the style of the SmartArt.
5. Change the **color scheme**. If you're using the example, change the color

scheme of the SmartArt on the slide 7.