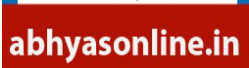


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Using Smart Art in Power Point

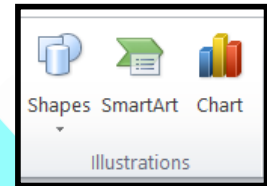


Microsoft Power Point

Module 23 - Using Smart Art in Power Point

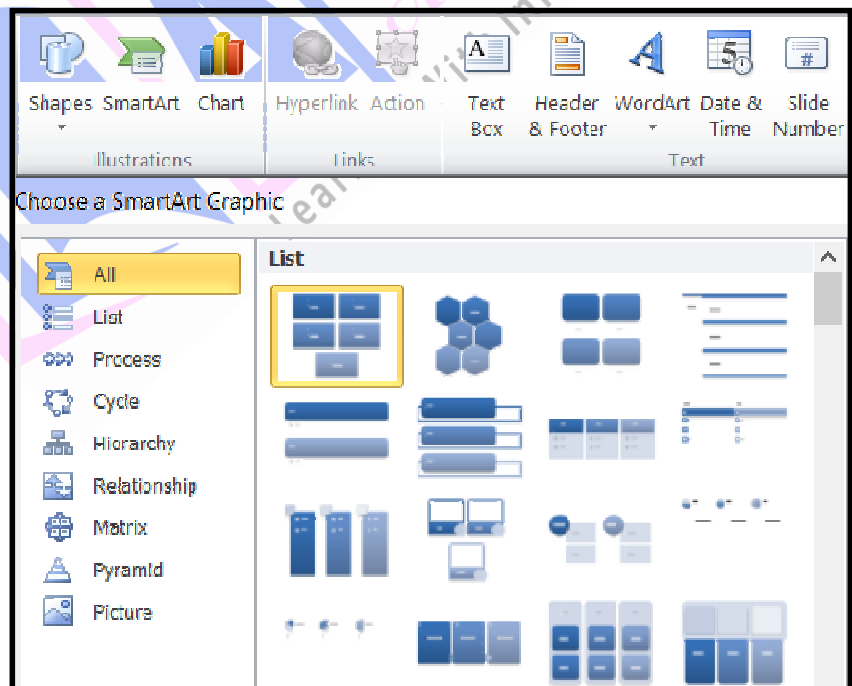
Smart art (ILLUSTRATION)

SmartArt is a feature that allows you to visually represent information and ideas using a variety of pre-designed layouts, transforming text and bullet points into engaging graphics.



How to insert smart art in PowerPoint?

1. Open PowerPoint and navigate to the slide where you want to insert the SmartArt graphic.
2. Click the "Insert" tab on the ribbon.
3. In the "Illustrations" group, click the "SmartArt" button.
4. A dialog box will appear with various SmartArt layouts categorized by type (e.g., List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid).
5. Select the **category** and the specific SmartArt layout you want to use.
6. Click "OK" to insert the SmartArt graphic onto your slide.
7. A text editor will appear on the left side of the graphic, allowing you to enter your text.



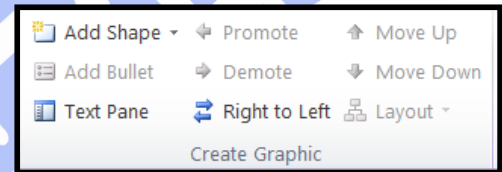
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Types of Smart Art:

- 1) **List:** This category includes layouts like "Horizontal Bullet List" and "Vertical Block List" for simple, visually appealing lists.
- 2) **Process:** Illustrates steps or stages in a sequential order, often used for workflows or timelines.
- 3) **Cycle:** Depicts cyclical or repeating processes, showing how elements are interconnected in a loop.
- 4) **Hierarchy:** Represents organizational structures, showing levels of subordination or relationships within a system.
- 5) **Relationship:** To show connections between different things, like relationships in a family tree.
- 6) **Matrix:** For displaying data in a grid-like format for comparisons, like a table of product features.
- 7) **Pyramid:** To illustrate a hierarchy with the most important element at the top, like a company structure.
- 8) **Picture:** To create a collage or gallery of images.

Helping Tool of Smart Art (Design And Format Tab) :-



Add Shape

It means inserting a **visual element** like a rectangle, circle, line, arrow, star, etc., onto a slide.

Add bullets

Bullets in PowerPoint, we're referring to the small symbols or dots that appear in front of lines of text – usually in lists.

Text pane

It's a side panel that shows a text-based outline of your SmartArt graphic or other structured content. Think of it as the "behind-the-scenes" text editor for visual objects.

Promote

To promote something means to move it up one level in the outline or hierarchy.

Demote

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“Demote” is the opposite of “Promote.” It means to move an item down a level in a bulleted list or SmartArt graphic.

Move up

“Move Up” refers to the action of shifting an object, text, or item higher in the order.

Move down

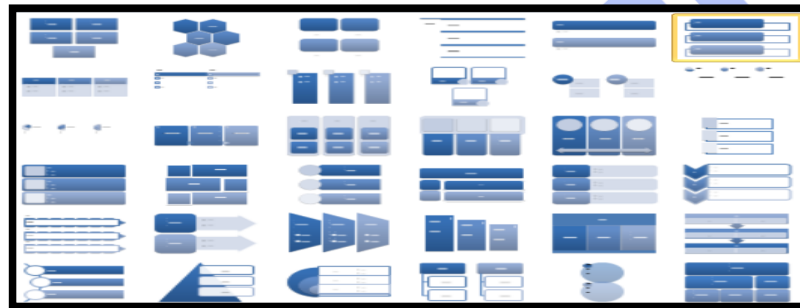
“Move Down” refers to the action of shifting an item, text, shape, or object lower in the order.

Right to left

“Right to Left” refers to the direction in which the text or content flows.

Layouts

In PowerPoint, a layout refers to a predefined arrangement of placeholders on a slide, dictating where content like text, images, and charts can be placed, ensuring a consistent and organized presentation.



Smart Styles

In PowerPoint, SmartArt Styles are pre-defined visual effects that enhance the look of SmartArt graphics, including line styles, bevel effects, and 3-D options. You can apply them to change the overall visual style of your SmartArt.



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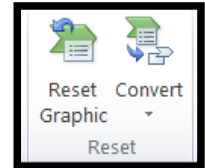
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Reset

In PowerPoint, "Reset Graphic" returns a SmartArt graphic to its original, default formatting, including layout and colors, effectively undoing any customizations.

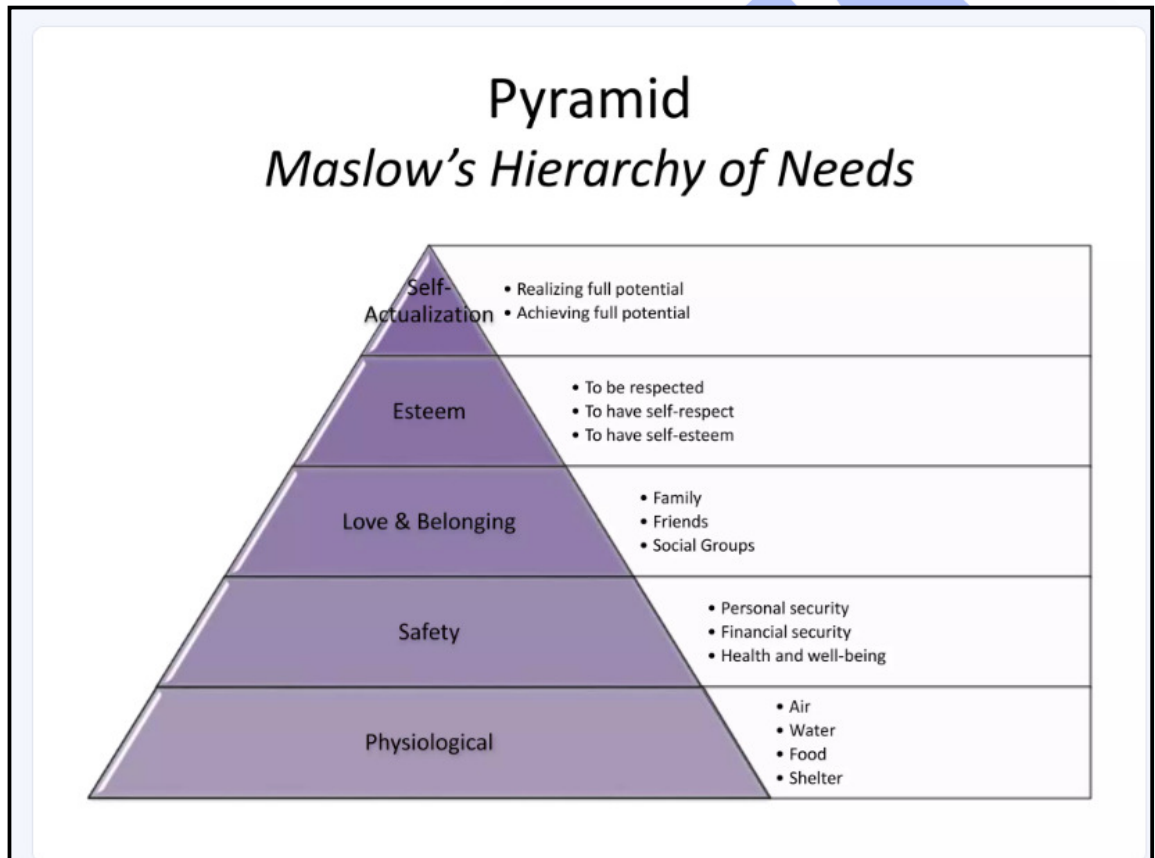
Convert

It can refer to changing the format of a file, or it can be used to describe the process of transforming text or objects in a slide to appear or move in a specific way. For instance, you might convert a presentation from one version to another, or you might animate text to appear one line at a time.



Assignment

Make the following Two Slides using Smart Art



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