7 Creating SmartArt Graphics

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Adding SmartArt to a Slide	Create SmartArt graphics.	3.3.1
	Convert lists to SmartArt graphics.	3.3.2
Modifying SmartArt	Apply styles to shapes and text boxes.	2.2.5
	Change the color of SmartArt graphics.	3.3.5
	Add shapes to SmartArt graphics.	3.3.3
	Reorder shapes in SmartArt graphics.	3.3.4

SOFTWARE ORIENTATION

Choosing a SmartArt Graphic

PowerPoint offers eight different types of SmartArt with many layouts for each type. Figure 7-1 shows the dialog box that appears when you choose to insert a SmartArt graphic.
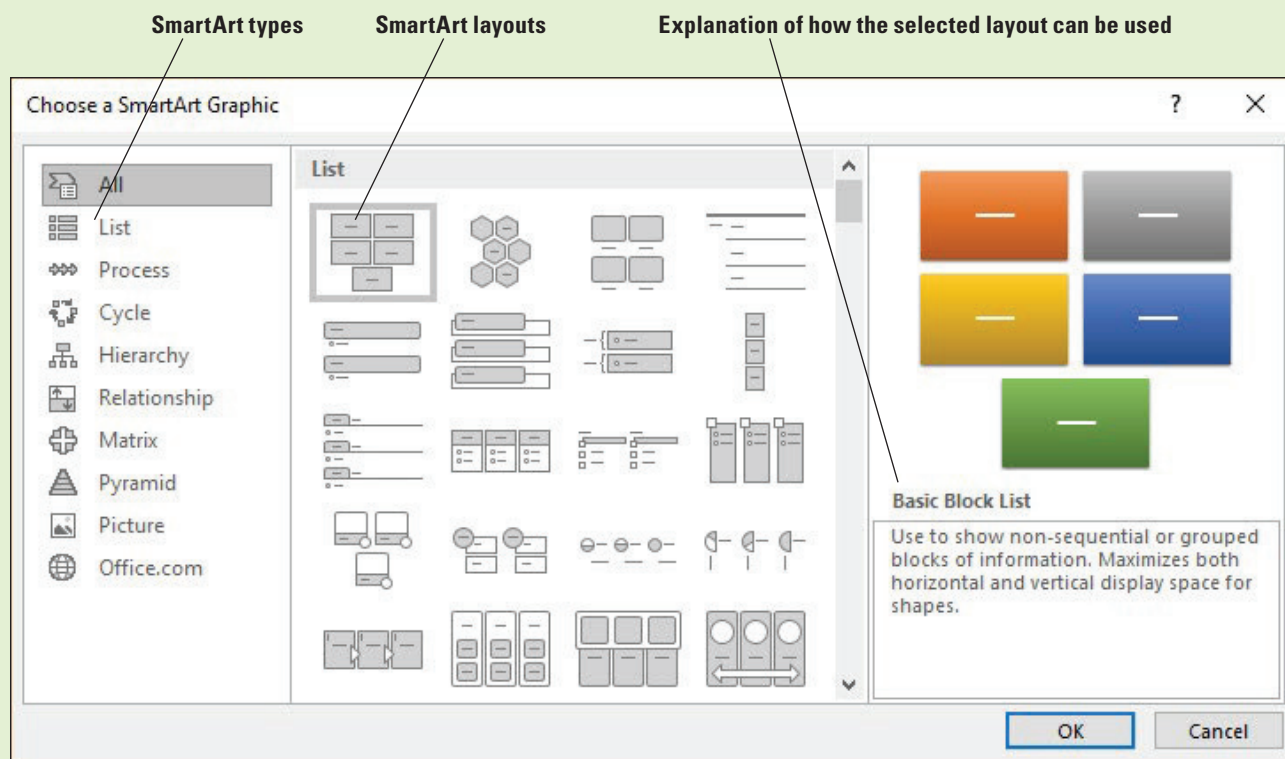
SmartArt types   SmartArt layouts   Explanation of how the selected layout can be used

Figure 7-1

Choose a SmartArt
Graphic dialog box

When you click a layout, the right pane of the dialog box shows you a close-up view of the selected layout and provides information on how to use the layout. This description can help you decide whether the layout will be appropriate for your information.

ADDING SMARTART TO A SLIDE

Use the Insert a SmartArt Graphic icon in any content placeholder to start a new SmartArt graphic. After you have selected a type and a layout, you can add text to the SmartArt graphic. PowerPoint also lets you use existing bullet items to create SmartArt.

Inserting a SmartArt Graphic

SmartArt graphics (also called SmartArt diagrams, or just SmartArt) are visual representations of information you want to communicate. SmartArt shows items of related information in a graphical way that makes their relationships easy to understand. You can use SmartArt to present text information in a more visually interesting way than the usual bulleted or numbered formats. An **organization chart** is a type of SmartArt that shows the relationships among personnel or departments in an organization. Organization charts are included in the Hierarchy layouts. In this exercise, you will insert an organization chart.

STEP BY STEP	Create SmartArt

GET READY. Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. **OPEN** the *Litware* presentation from the data files for this lesson and then **SAVE** it as *Litware Final.*
3. Go to slide 3 and click the Insert a SmartArt Graphic icon in the center of the content placeholder. The *Choose a SmartArt Graphic* dialog box opens.
4. Click **Hierarchy** in the type list in the left side of the dialog box. The layouts for the Hierarchy type are displayed.
5. Click the first layout in the first row, the **Organization Chart**. Read the description of the Organization Chart layout in the right pane of the dialog box.
6. Click **OK** to insert the chart. The chart appears on the slide (see Figure 7-2).

Figure 7-2

A new, blank organization chart
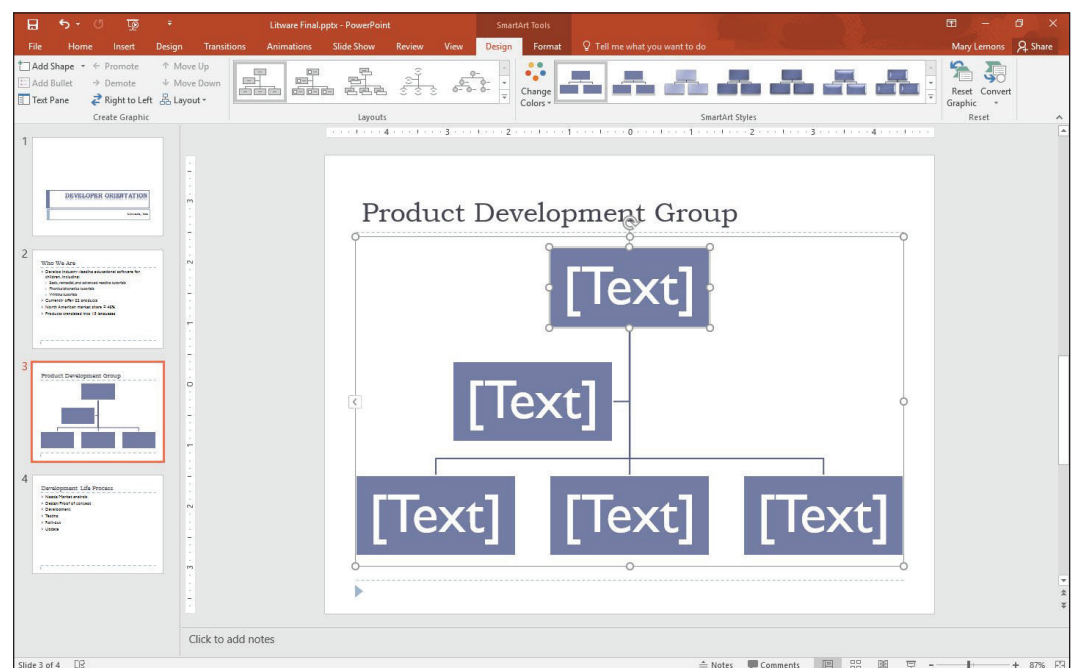
7. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Adding Text to SmartArt

A new SmartArt graphic appears on the slide with empty shapes to which you add text (and in some cases, pictures) to create the final version. The appearance and position of these shapes are guided by the layout you chose; shape color is controlled by the current theme. As you enter text, PowerPoint resizes the shapes to accommodate the longest line of text. Font size is also adjusted for the best fit and PowerPoint keeps the font size the same for all shapes. In this exercise, you will learn how to add text to the organizational chart that you created in the previous exercise.

An organization chart, such as the one you create in this section, has some special terminology and layout requirements. In an organization chart, there can be only one **top-level shape**, which is typically occupied by the name of the person or department at the head of the organization. Persons or departments who report to the top-level entity are **subordinates**. An **assistant** is a person who reports directly to a staff member and usually appears on a separate level.
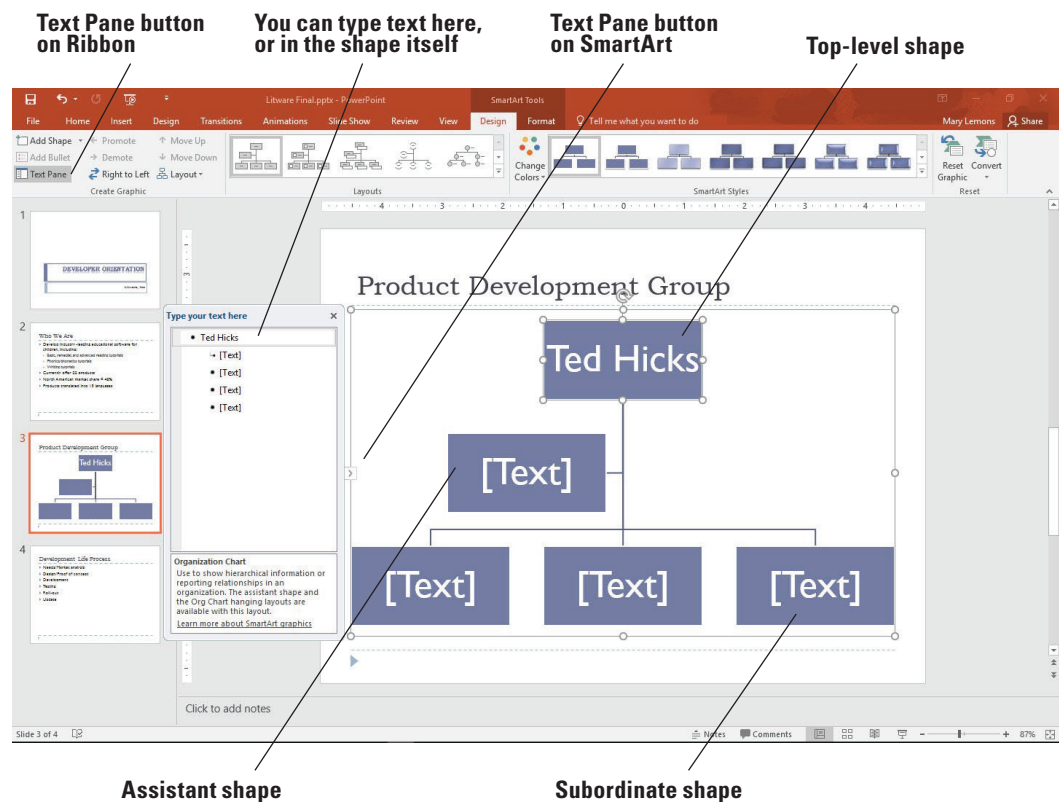
STEP BY STEP   **Add Text to SmartArt**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Click **Text Pane** on the SmartArt Tools Design tab. This action opens the Text pane. You can also click the arrow on the far left of the Organization Chart's border to open the text pane.

2. At the top of the Text pane, type **Ted Hicks** to enter the name in the top-level shape. Notice that as you type the text in the Text pane, it appears in the top shape (see Figure 7-3) and the text automatically resizes to fit in the shape.

Text Pane button on Ribbon   **You can type text here, or in the shape itself**   **Text Pane button on SmartArt**   **Top-level shape**

Figure 7-3

Type a name in the top-level shape

Assistant shape   **Subordinate shape**

3. Click in the bullet item below **Ted Hicks** in the Text pane, then type **Rose Lang**. Rose Lang is an assistant to Ted Hicks, and as such, she has an assistant shape on a level between the top-level shape and the subordinate shapes.

4. Click in the next bullet item in the Text pane and type **Marcus Short**. Marcus Short is a subordinate to Ted Hicks.

Take Note   Do not press Enter after typing the names because that inserts a new shape. If you accidentally do so, click the Undo button on the Quick Access Toolbar to undo the addition.

5. Click in the next bullet item and type **Ellen Camp**.

6. Click in the last bullet item and type **Pat Cramer**.

7. Click the **Close** button (X) in the Text pane to hide it. You will complete the text entry by typing directly in the shapes.

8. Click just to the right of the name **Hicks** in the top-level shape, press **Enter** and type **Director**. Notice that the text size adjusts in all the shapes to account for the additional entry in the top-level shape.

9. Click after the name **Lang** in the assistant shape, press **Enter**, and then type **Assistant Director**.

10. Use the same process to type the title **Reading Products** for Marcus Short, **Linguistics Products** for Ellen Camp, and **Writing Products** for Pat Cramer.

11. Click away from the SmartArt to deselect it. Your slide should look similar to Figure 7-4.

Figure 7-4

The completed organization chart
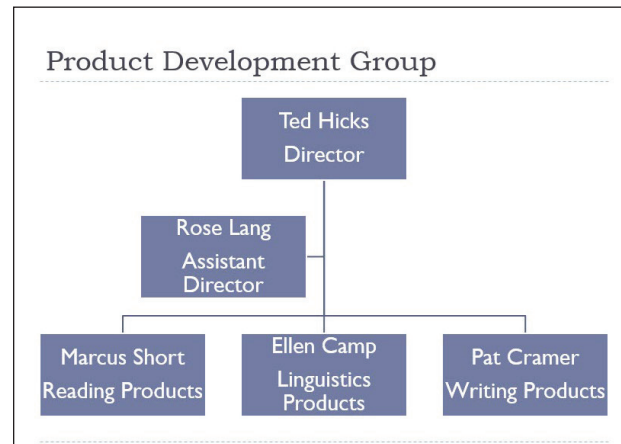
12. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   If you need to edit text you have entered in a shape, you can click the text to activate it and then edit the text as necessary. You can also right-click a shape, click Edit Text on the shortcut menu, and then make the necessary changes.

Converting Text or WordArt to SmartArt

As you work with slide text, you may realize that the information would work well as a SmartArt graphic. In this situation, you do not have to retype the text in the SmartArt shapes. Simply convert the bulleted list to a SmartArt graphic. You can create SmartArt from any bulleted list on a slide or any WordArt object. You can choose one of the common layouts in the Convert to SmartArt gallery, or you can access the Choose a SmartArt Graphic dialog box to choose any type or layout. In this exercise, you will learn how to convert a list into a SmartArt Cycle graphic and you will convert WordArt text into a single SmartArt object.

Convert Text or WordArt to a SmartArt Graphic

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and select the bulleted list.
2. Click the **Home** tab, if necessary, and then click the **Convert to SmartArt** button in the Paragraph group. PowerPoint displays the gallery (see Figure 7-5).

Figure 7-5

The Convert to SmartArt gallery
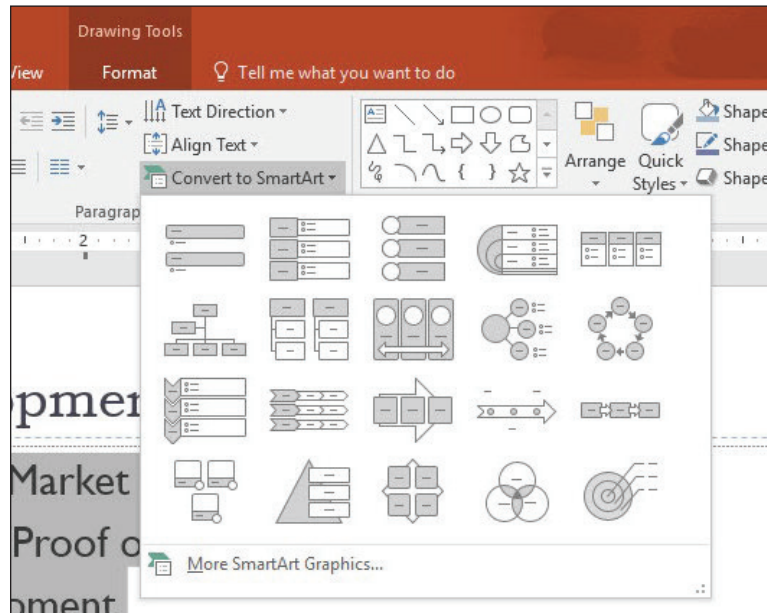
3. Click **More SmartArt Graphics** at the bottom of the gallery. The *Choose a SmartArt Graphic* dialog box opens.
4. Click **Cycle** and then click the **Block Cycle** layout (third layout in the first row). Read the description of how best to use the Block Cycle layout.
5. Click **OK**. The bulleted list is converted to a cycle graphic (see Figure 7-6).

Figure 7-6

Bulleted list converted to a cycle graphic
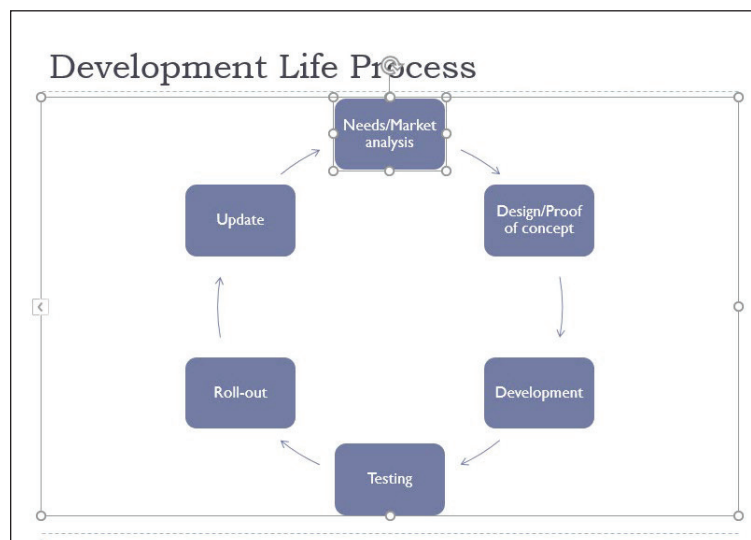
Take Note   You may notice that the text in the shapes is quite small.

6. Go to slide 1 and triple-click the **Developer Orientation** WordArt object to select it.

7. On the Home tab, click **Convert to SmartArt**, then click **Vertical Bullet List** (the first layout in the first row). The WordArt text is converted to a single-item SmartArt object.

8. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

MODIFYING SMARTART

Although a SmartArt graphic makes an interesting visual statement on a slide in its default state, you will probably want to make some changes to the graphic to customize it for your use. You can apply a wide variety of formatting changes to modify appearance and you can also change layout or orientation and add or remove shapes. You can even change the SmartArt type to another that better fits your data.

Applying a Style to SmartArt

Like other graphic objects, SmartArt can be quickly and easily formatted by applying a SmartArt style. Styles apply fills, borders, and effects to improve the appearance of the graphic's shapes. In this exercise, you will apply a style.

STEP BY STEP   **Apply a Style to SmartArt**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 3 and click once on the SmartArt graphic to select it. Take care to select the SmartArt itself; don't select a particular shape within it.

2. Click the **SmartArt Tools Design** tab to activate it.

3. Click the **More** button in the SmartArt Styles group. The SmartArt Styles gallery appears (see Figure 7-7).

Figure 7-7

The SmartArt Styles gallery
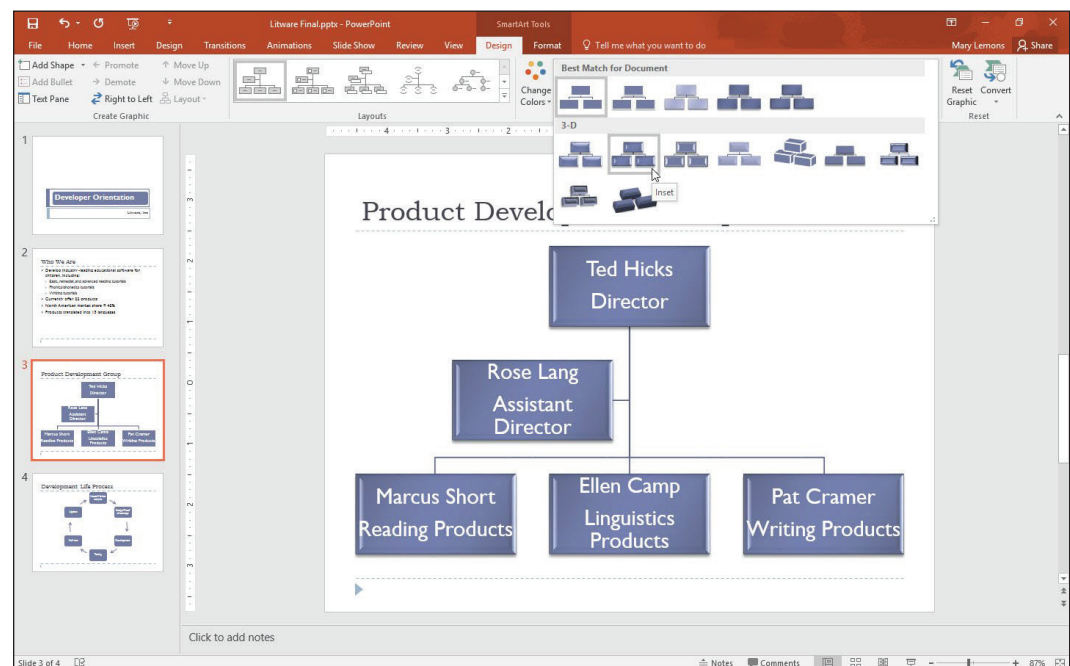
4. Click the **Inset** style. (It is the second style in the first row of the 3-D section.) PowerPoint applies the style.

5. Go to slide 1, click the **SmartArt** object, and then repeat steps 2-4 to apply the same style.

6. Go to slide 4, click the **SmartArt** object, and then repeat steps 2-4 to apply the same style.

7. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Selecting a Color Theme for SmartArt

By default, SmartArt uses variants of a single theme color. Use the Change Colors gallery to apply a different theme color. In this exercise, you will apply a different color theme to a SmartArt graphic.

Apply a Color Theme to a SmartArt Graphic

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Click the **SmartArt Tools Design** tab if it is not already displayed.

2. Click the **Change Colors** button in the SmartArt Styles group. The Change Colors gallery opens.

3. Click the fourth style in the Colorful section (**Colorful Range – Accent Colors 4 to 5**). PowerPoint applies theme colors differentiated by level.

Take Note Differentiating levels or processes by color gives your audience further visual cues that help them understand the SmartArt graphic.

4. Go to slide 4 and click the SmartArt graphic to select it.

5. Click the **Change Colors** button in the SmartArt Styles group, opening the Change Colors gallery, and then click the first style in the Colorful section (**Colorful-Accent Colors**). PowerPoint uses theme colors to apply different tints to each shape.

6. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing a SmartArt Graphic's Layout

If you decide a particular layout does not present your data as you like, you can easily choose a new layout. A different layout can dramatically change the way the data appears. Different layouts may be more or less suited to your data, so you may want to try several different layouts to find the best match. In this exercise, you will change a SmartArt graphic to a different layout.

Change a SmartArt Layout

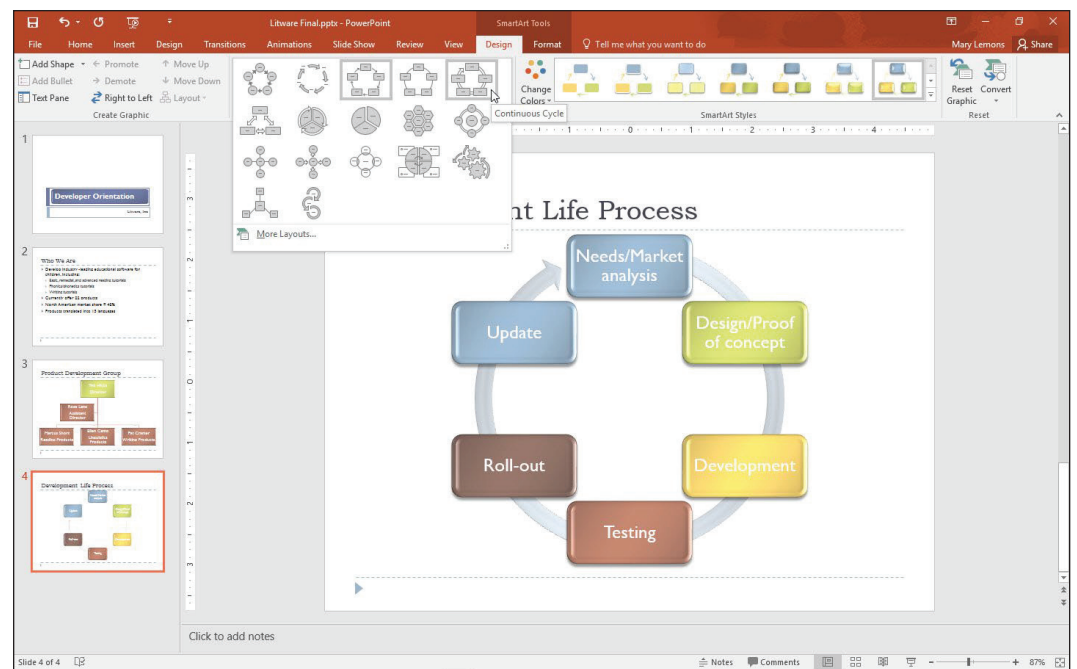**GET READY. USE** the *Litware Final* presentation that is still open from the previous exercise.

1. Click the SmartArt graphic on slide 4 to select it, if necessary. Make sure you select the outer frame of the graphic—not an individual shape.

2. Click the **More** button in the Layouts group to display the Layouts gallery.

Take Note The Layouts gallery displays alternative layouts for the current type.

3. Click **Continuous Cycle** (see Figure 7-8). PowerPoint applies the new cycle layout to the current chart.

Figure 7-8

The Layouts gallery for the
Cycle type

4. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   It is also possible to convert one type of SmartArt to another.

Adding a New Shape to a SmartArt Graphic

As you work with SmartArt, you may need to add shapes to accommodate your information.
Use the Add Shape button to choose what kind of shape to add and where to insert it in the
graphic. Adding a new shape to a graphic causes all the existing shapes to resize or reposition to make room for the new shape.

STEP BY STEP   **Add a Shape to a SmartArt Graphic**

GET READY. USE the *Litware Final* presentation that is still open from the previous
exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Make sure you select the
   graphic's outer frame; don't select a specific shape within it.
2. Click the **SmartArt Tools Design** tab.
3. Click the last shape in the last row (**Pat Cramer**) to select it.
4. Click the **Add Shape** drop-down arrow in the Design tab, Create Graphic group.
   PowerPoint displays a menu of options for adding a shape relative to the current shape.
   (You can also right click the shape and click Add Shape.)
5. Click **Add Shape Below**. PowerPoint adds a subordinate shape to the Pat Cramer shape.

Take Note   Notice that the new shape, which is on a new level, has a different theme color to differentiate it
from the level above.

6. Type **Hannah Wong** in the new shape, press **Enter**, and then type **Product Coordinator**.
   Then click away from the graphic to deselect it. The slide should look similar to Figure
   7-9.

Figure 7-9

A new shape has been added

Newly added shape
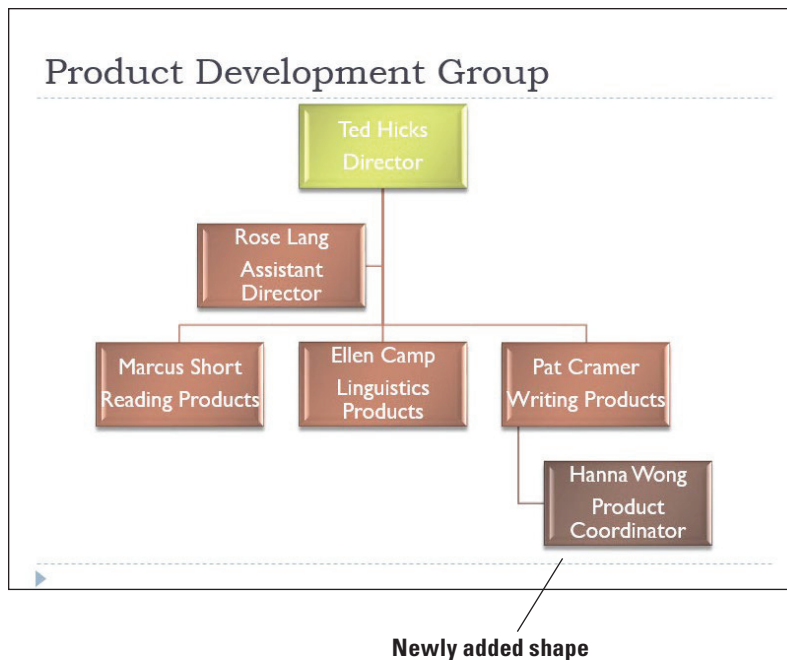
7. Select Hannah Wong's shape. On the SmartArt Tools Design tab, click the **Add Shape** drop-down arrow and then click **Add Shape Below**. PowerPoint adds a subordinate shape.

8. Type **Allan Morgan** into the new shape, press **Enter**, and then type **Software Design**.

9. With Allan Morgan's shape still selected, click the **Add Shape** drop-down arrow and then click **Add Shape After**. PowerPoint adds a shape on the same level.

Take Note   In step 9, had you clicked the face of the Add Shape button rather than its arrow, PowerPoint would have added a new shape subordinate to the selected one.

10. Type **Kyle Porter** in the new shape, press **Enter**, and then type **Package Design**.

11. Click away from the graphic to deselect it. Your slide should look similar to Figure 7-10.

Figure 7-10

New subordinate shapes have been added
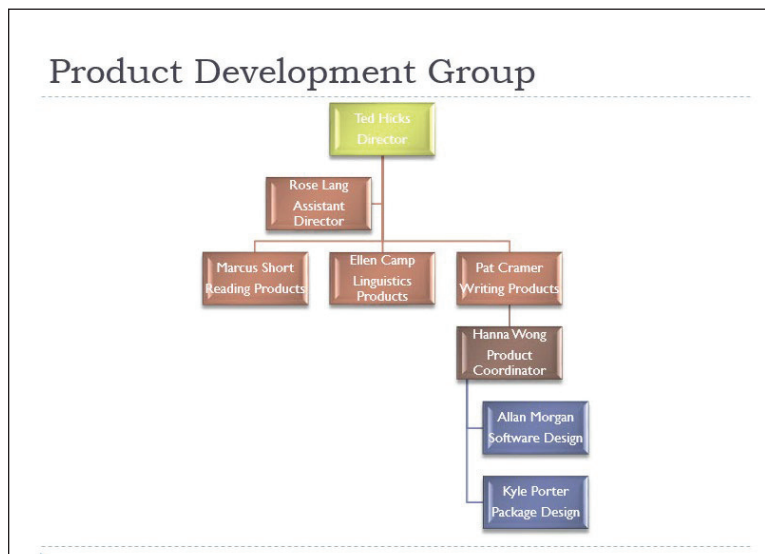
12. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   You cannot add a shape above the top-level shape in an organization chart.

Removing a Shape from a SmartArt Graphic

You can easily delete shapes you do not need. When you remove a shape, PowerPoint re-sizes the other shapes to take advantage of the increased space in the SmartArt container. Font sizes usually increase accordingly, too. For this reason, you should not do any manual formatting of text and shape size until you have finalized the number of shapes.

STEP BY STEP   **Remove a Shape from a SmartArt Graphic**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.
2. Click the **Update** shape to select it. Make sure you select the shape and not the text within it.
3. Press **Delete**. PowerPoint removes the shape and reconfigures the SmartArt graphic.
4. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Reversing Direction

You can change the look of a SmartArt graphic by modifying the way shapes are positioned. You can use the Right to Left and Layout buttons to adjust the orientation. In this exercise, you will reverse a graphic's direction and change the layout of a section of an organization chart.

STEP BY STEP   **Reverse Direction**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 3 and click the SmartArt graphic to select it. Make sure you select the entire graphic.
2. Click the **SmartArt Tools Design** tab if it is not already displayed.
3. Click the **Right to Left** button in the Create Graphic group. PowerPoint flips the graphic horizontally so that shapes on the right side are now on the left side.
4. Click in the top-level shape (**Ted Hicks**). Make sure you select the shape; don't select the text within it.
5. Click the **Layout** button in the Create Graphic group. PowerPoint displays options for positioning the shapes relative to the top-level shape.
6. Click **Left Hanging**. The subordinate shapes are arranged vertically below the top-level shape, rather than horizontally (see Figure 7-11).
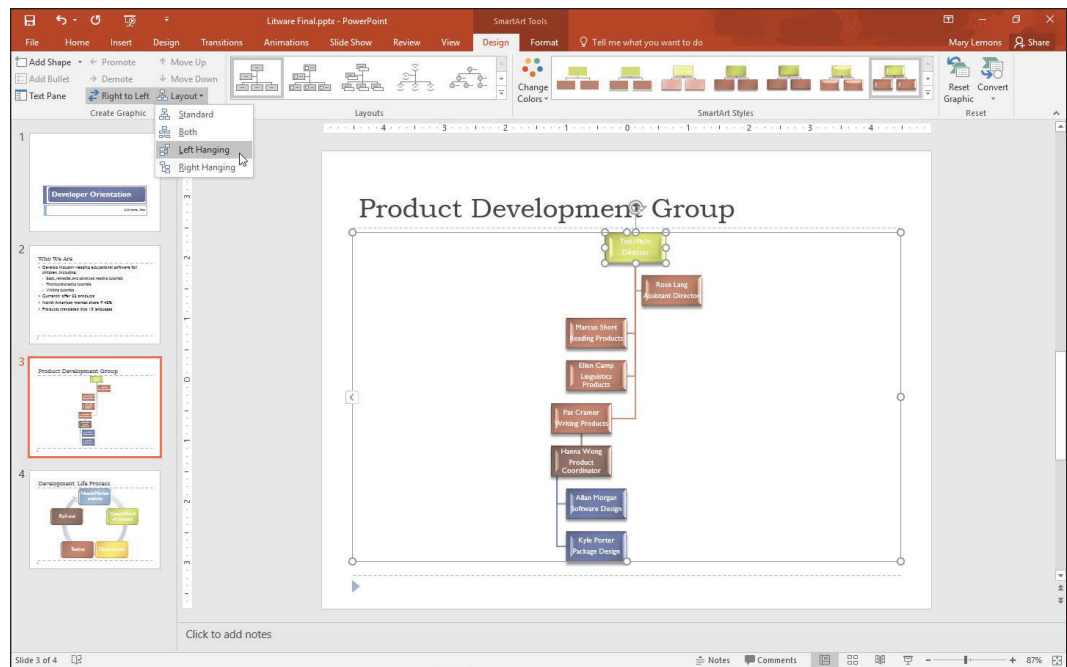
7. Click the **Layout** button and then click **Standard** to restore the previous layout.

8. Click the **Hannah Wong** shape, click the **Layout** button, and then click **Both**. The subordinate shapes display horizontally rather than vertically.

9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Reordering Shapes

In addition to changing the SmartArt graphic's entire orientation, you can also reorder the individual shapes by using the Move Up and Move Down buttons. Be aware, however, that the directions "up" and "down" are relative and, depending on the position of the shape, may not correspond to the actual direction being moved. In this exercise, you will move a shape to a different location in a SmartArt graphic.

STEP BY STEP   **Move a SmartArt Shape**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.

2. Click the **Testing** shape.

3. On the SmartArt Tools Design tab, click **Move Down**. The shape moves one position in a clockwise direction. Note that in this example, Move Down actually moves the shape upward in the graphic.

4. Click **Move Up**. The shape moves one position in a counter-clockwise direction.

5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Promoting and Demoting Shapes

You can add, remove, or modify shapes by promoting or demoting text. When you **promote** an item, you move it up a level. When you **demote** an item, you make it subordinate to the item above it in the hierarchy. This procedure is similar to changing the indent level of items in a bulleted list. In the following exercise, you will learn how to promote a shape.

STEP BY STEP   **Promote a Shape**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Click the SmartArt graphic on slide 3 to select it if necessary.
2. Click the **Text Pane** button on the SmartArt Tools Design tab.
3. In the Text pane, click the **Hannah Wong** bulleted item. Notice in the Text pane that this item is indented below the Pat Cramer bulleted item.
4. Click the **Promote** button in the Create Graphic group. Hannah Wong's shape jumps up one level and her two subordinates are also promoted.
5. Click the **Text Pane** button to hide the Text pane again.
6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Choosing a Different SmartArt Type

Sometimes the hardest part about working with SmartArt is selecting the type and layout that will best display your data. Fortunately, you can easily change the type even after you have created and formatted a SmartArt graphic. Some types of SmartArt will convert very well to a different type, while others will not fit the shape layout of the new type at all. You may need to retype information to display it properly in a different type. The following exercise shows how to select a different type and layout.

STEP BY STEP   **Choose a Different SmartArt Type and Layout**

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and click the SmartArt graphic to select it.
2. Click the **More** button in the Layouts group on the Design tab and then click **More Layouts** at the bottom of the gallery to open the *Choose a SmartArt Graphic* dialog box.
3. Click the **Process** type in the left pane, then scroll down and click the **Upward Arrow** layout in the center pane (third row from the bottom).
4. Click **OK**. PowerPoint converts the SmartArt graphic to the Upward Arrow type.
5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Changing Shape Appearance

Final adjustments to a SmartArt graphic include tweaking the size of shapes and modifying text formatting. PowerPoint formats shapes so that all will fit comfortably in the placeholder. If you have only a few shapes, you might find that these adjustments result in a graphic where shapes are much larger than they need to be to hold their text. Conversely, you may want to increase shape size to draw attention to one specific shape. These types of appearance changes can improve the look of a graphic and make it easier to read. In this exercise, you will learn how to change the size of a shape.

STEP BY STEP	Change Shape Size

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Select the SmartArt graphic on slide 4 if it is not already selected and then click the **Needs/Market Analysis** circle (the circle nearest the thin end of the arrow graphic) to select it. Make sure you select the circle, not the text.
2. Click the **SmartArt Tools, Format** tab.
3. Click the **Larger** button in the Shapes group twice to increase the size of the smallest circle.
4. Click the **Design/Proof of Concept** circle shape and then click the **Larger** button once to increase the shape's size.
5. Click the **Roll-out** circle shape and then click the **Smaller** button in the Shapes group once to decrease the shape size. Then click away from the graphic to deselect it.

Take Note   If you select the text box rather than the shape, click outside the text box to deselect it and then try again by clicking the left edge of the shape with the four-headed pointer.

6. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Take Note   You can also change shape appearance by selecting a completely new shape: right-click a shape, click Change Shape, and then select the desired shape from the Shapes gallery.

Changing Text Formatting

PowerPoint automatically adjusts font sizes to fit in or around shapes. If you do not find the size or color of text in a SmartArt graphic attractive or easy to read, you can use the Home tab formatting options to adjust font formats such as size, color, or style. You can also adjust alignment in shapes just as you would in any PowerPoint placeholder.

If you modify text formats with the SmartArt graphic selected, all text within the graphic will display the new format. To apply a new text format to a single shape, select that shape first. Text placeholders are selected the same way as other slide placeholders are. In this exercise, you will format the text in a SmartArt graphic.

Change Text Formatting

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. On slide 4, select the outer frame of the SmartArt graphic (not a specific shape within it).
2. On the Home tab, click the **Font Size** drop-down arrow and then click **20**. PowerPoint changes the size of all text in the graphic to 20 point.
3. Click the **Needs/Market analysis** text box and drag its border to reduce its width slightly so that the word Market moves completely to the second line.
4. Click the **Design/Proof of concept** text box and expand its width so that the word Proof displays completely on the first line.
5. With the Design/Proof of concept text box selected, press the right arrow key on the keyboard three times to move the text box slightly to the right so its text does not overlap the circle shape.
6. Widen the Development text box so the word fits on a single line and then move the text box to the right slightly, as you did in step 5. Then click away from the graphic to deselect it.
7. Move the Testing text box to the right slightly. The completed slide is shown in Figure 7-12.

Figure 7-12

The completed process chart
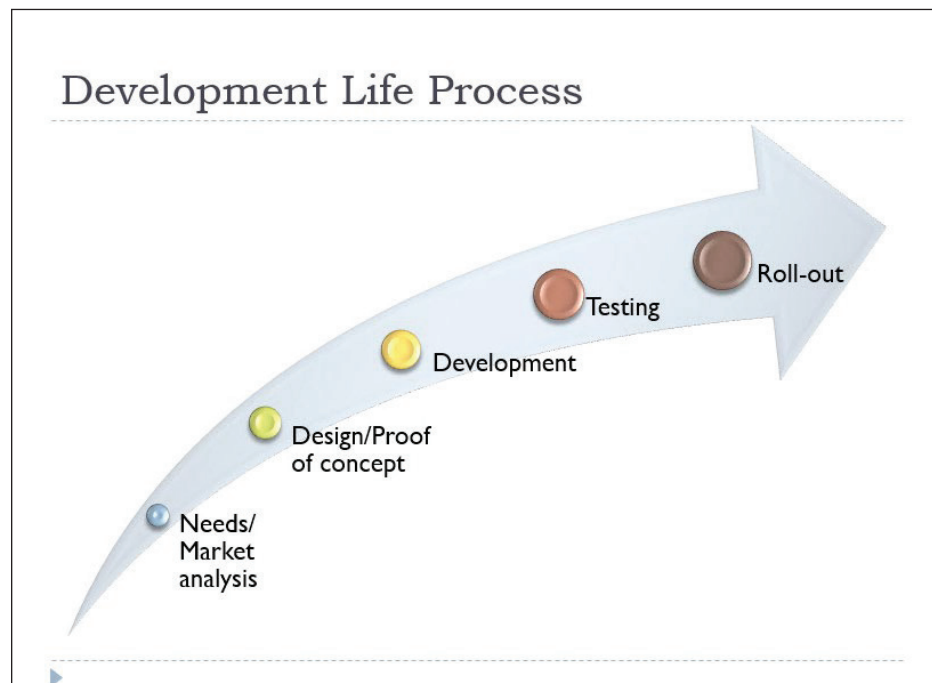
8. Go to slide 3 and click the SmartArt graphic to select it.
9. Click the outside edge of the **Ted Hicks** shape.
10. Click the **Font Color** drop-down arrow on the Home tab and then click **Black, Text 1**. The text in that shape is now easier to read against the light green fill.
11. Click the **Bold** button on the Home tab. All text in the shape is bolded. Then click away from the graphic to deselect it.
12. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Converting SmartArt

When you convert SmartArt to text, the text in the SmartArt object changes to a bulleted list. Top-level shape text becomes top-level bullet points and subordinate shapes become subordinate bullets. When you convert SmartArt to shapes, the diagram changes to a set of drawn shapes and lines, like the ones you might draw yourself using the Shapes button on the Insert tab. In this exercise, you will convert SmartArt diagrams to text and graphics.

Convert SmartArt

GET READY. USE the *Litware Final* presentation that is still open from the previous exercise.

1. Go to slide 4 and select the SmartArt object.
2. On the SmartArt Tools Design tab, click the **Convert** button and then click **Convert to Text** from the menu that appears. The SmartArt is converted to a bulleted list.
3. Go to slide 3 and select the SmartArt object.
4. On the SmartArt Tools Design tab, click the **Convert** button and then click **Convert to Shapes**. The diagram changes to a set of shapes.
5. Click inside the diagram to confirm that the SmartArt tabs on the Ribbon do not appear.
6. Click one of the diagram's shapes. Notice that the Drawing Tools Format tab becomes available, indicating it is a drawn shape object.

SAVE the presentation and then **CLOSE** the file. **EXIT** PowerPoint.

Knowledge Assessment

Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Promote	**a.** Holds the name of the person or department at the head of the organization
2. SmartArt	**b.** Panel in which you can type SmartArt graphic text
3. Top-level shape	**c.** Increases the level of the item in the hierarchy
4. Text pane	**d.** Visual representation of information
5. Subordinate	**e.** Someone who reports to the head of the organization

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. Text in a SmartArt graphic can appear either in a shape or in a bulleted list.
T F 2. The Standard Colors gallery allows you to apply variations of theme colors to a SmartArt graphic.
T F 3. The Add Shape Below option inserts a subordinate shape.
T F 4. To remove a shape, select it and press the Delete key on the keyboard.
T F 5. You have to retype text if you change from one SmartArt layout to another.

Projects

Project 7-1: Using SmartArt to Show Company Reorganization

In this project, you are the director of operations at Fabrikam, Inc., a company that develops fabric treatments for use in the textile industry. Your company is undergoing reorganization and you need to prepare a presentation that shows how groups will be aligned in the new structure. You can use a SmartArt graphic to show the new organization.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Reorganization* presentation from the data files for this lesson and then **SAVE** it as *Reorganization Final*.
2. Go to slide 2 and click the **Insert a SmartArt Graphic** icon in the content placeholder.
3. Click the **Hierarchy** type, click the **Hierarchy** layout, and then click **OK**.
4. Click in the top-level shape and type **Operations**.
5. Click in the first second-level shape and type **Production**.
6. Click in the second second-level shape and type **R & D**.
7. Click in the first third-level shape and type **Manufacturing**.
8. Delete the other third-level shape under Production.
9. Click in the remaining third-level shape (under R & D) and type **Quality Assurance**.
10. Click the **Manufacturing** shape to select it. Then click the **Add Shape** drop-down arrow and select **Add Shape Below**.
11. Type **Fulfillment** in the new shape. Then click away from the **new shape**.
12. Display the SmartArt Styles gallery and click the **Polished** style (which might be the first style under 3-D, depending upon your screen size).
13. Display the Change Colors gallery and click one of the Colorful gallery choices.
14. Display the Layouts gallery and click the **Horizontal Hierarchy** layout.
15. **SAVE** the presentation and **CLOSE** the file.

PAUSE. LEAVE PowerPoint open for use in the next project.

Project 7-2: Using SmartArt to Improve Presentation

In this project, you work for the city manager of Center City. She has asked you to create an agenda to display at an upcoming meeting of the city's department heads. She has supplied the bulleted text on an existing slide. You can use this text to make the agenda look more interesting.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Meeting Agenda* presentation from the data files for this lesson and then **SAVE** it as *Meeting Agenda Final*.
2. Click in the content placeholder, click the **Convert to SmartArt** button, and then click **More SmartArt Graphics**.
3. In the List category, click the **Vertical Box List** layout and then click **OK**.
4. Click the first shape to select it, click the **Add Shape** drop-down arrow, and then click **Add Shape After**.
5. Type **Budget Cuts** in the new shape.
6. Display the Layouts gallery and click the **Vertical Bullet List** layout.
7. Display the Change Colors gallery and under the Accent 5 heading, click the **Transparent Gradient Range – Accent 5** option.
8. **SAVE** and **CLOSE** the file.

EXIT PowerPoint.