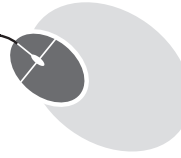


SmartArt Graphics with PowerPoint 2013



LEARNING OUTCOMES

After this lesson, students will be able to:

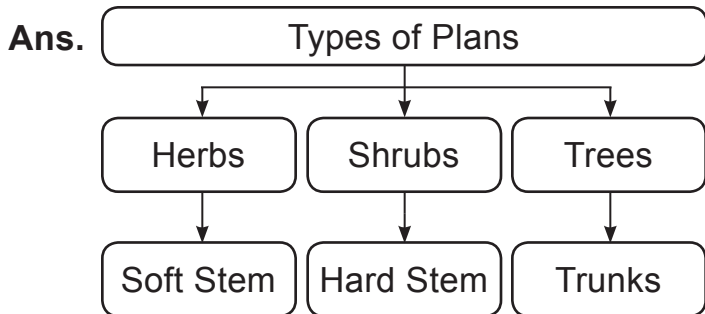
- » Define SmartArt.
- » Describe the uses of SmartArt.
- » List the different categories of SmartArt.
- » Insert SmartArt in PowerPoint.
- » Convert text into SmartArt.
- » Convert SmartArt to text.
- » Add/delete/move shapes in SmartArt.
- » Add Quick Styles to SmartArt.
- » Create charts in PowerPoint.
- » Edit and format charts in PowerPoint.

WARM UP

Convert the following data into a hierarchy chart.

- » There are three types of plants: herbs, shrubs and trees.
- » Herbs have a small, soft stem.
- » Shrubs have a hard stem.
- » Trees have thick, huge stems called trunks.





CHAPTER NOTES

- » SmartArt allows you to provide information in a more presentable form with the help of graphics rather than just using text. There are a number of styles available to choose from and use to illustrate many different types of ideas.
- » To insert a SmartArt graphic, from the Insert tab, select the SmartArt command in the Illustrations group.
- » You can also add text by clicking the desired shape and then typing the required 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.
- » PowerPoint 2013 makes it easy to transform traditional bullet points into eye-catching SmartArt graphics. If you already have text on a slide, you can convert it to SmartArt.
- » You can also convert SmartArt back to text.
- » Whenever you select a SmartArt graphic, the Design and Format tabs will appear on the right side of the Ribbon.
- » From there, you can easily edit the style and layout of a SmartArt graphic.
- » PowerPoint also includes several SmartArt styles, which allow you quickly modify the look of your SmartArt.
- » To change the style, select the desired style from the SmartArt styles group.
- » You can make a chart in PowerPoint but if you have a lot of data to

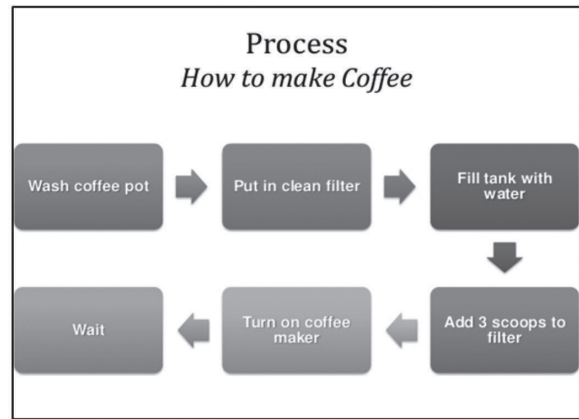
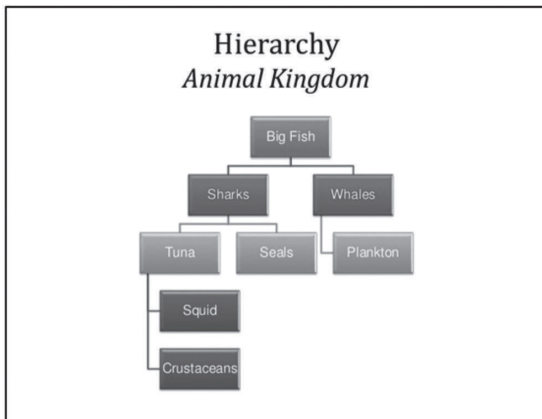
represent in the form of chart, it is better to create your chart in Excel, and then copy it into your presentation.

DEMONSTRATION

- » Insert SmartArt in PowerPoint
- » Convert text to SmartArt
- » Convert SmartArt back to text
- » Add/delete/move shapes in SmartArt
- » Add quick styles to SmartArt
- » Create charts in PowerPoint
- » Edit and format charts in PowerPoint

LAB ACTIVITIES

- » Open PowerPoint and create the following SmartArt graphics:

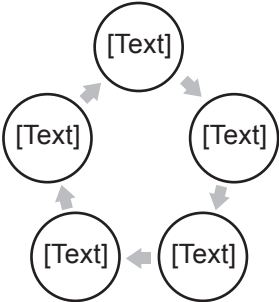
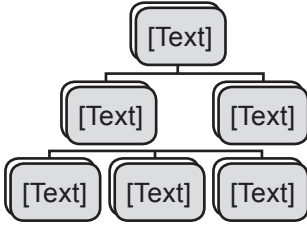


ASSESSMENT

Students should be able to create, edit and format SmartArt and charts.

SUGGESTED CLASS ACTIVITIES

- » Match these SmartArt graphics to their groups.

1. Hierarchy	(a) Text Text Text Text Text
2. Relationship	(b) [Text] → [Text] → [Text]
3. List	(c) 
4. Process	(d) 
5. Cycle	(e) 