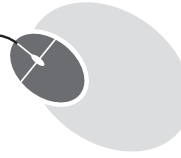# 6 SmartArt Graphics with PowerPoint 2013

LEARNING OUTCOMES
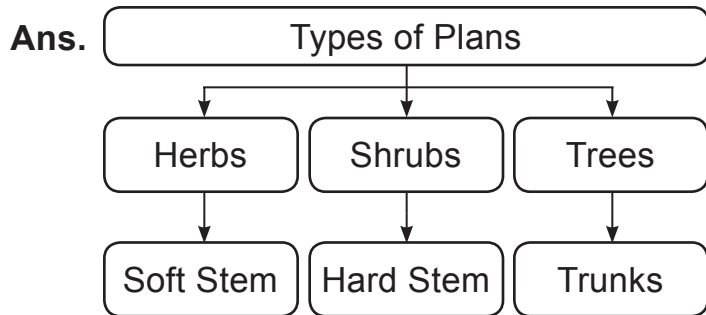
After this lesson, students will be able to:

- » 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.

Ans.

```
                    ┌─────────────────────────┐
                    │     Types of Plans      │
                    └─────────────────────────┘
              ┌───────────┼───────────┐
              ▼           ▼           ▼
        ┌─────────┐ ┌─────────┐ ┌─────────┐
        │  Herbs  │ │ Shrubs  │ │  Trees  │
        └─────────┘ └─────────┘ └─────────┘
             ▼           ▼           ▼
        ┌──────────┐┌───────────┐┌──────────┐
        │Soft Stem ││ Hard Stem ││  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.

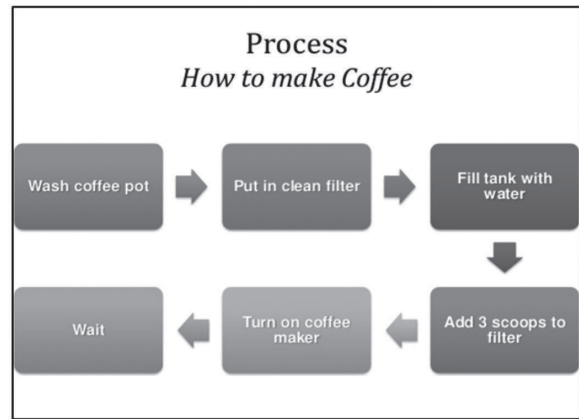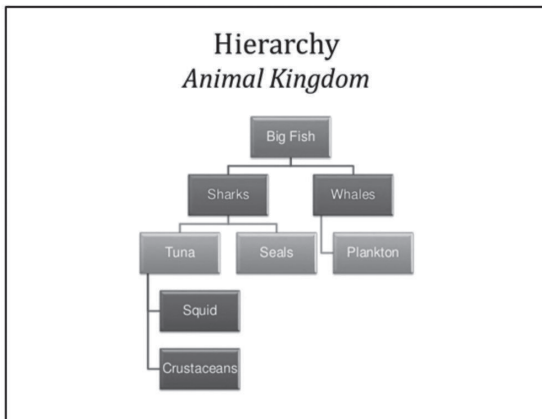» You can make a chart in PowerPoint but if you have a lot of data to

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.