AL-Mustaqbal University

Microsoft PowerPoint

Lecture 5

Insert Tab – Inserting Objects III

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III. Illustrations Group:

❑ **SmartArt:** SmartArt is a tool in PowerPoint that allows you to create complicated charts and diagrams with minimal effort. SmartArt is "smart" in that it automatically adjusts for size as you work on the layout. SmartArt allows you to communicate information with graphics instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

• Click the **"Insert tab"** on the ribbon in order to add a SmartArt to your presentation. Select the **SmartArt** option from the **illustrations** group, and the SmartArt Graphic panel will appear as seen in the picture below.

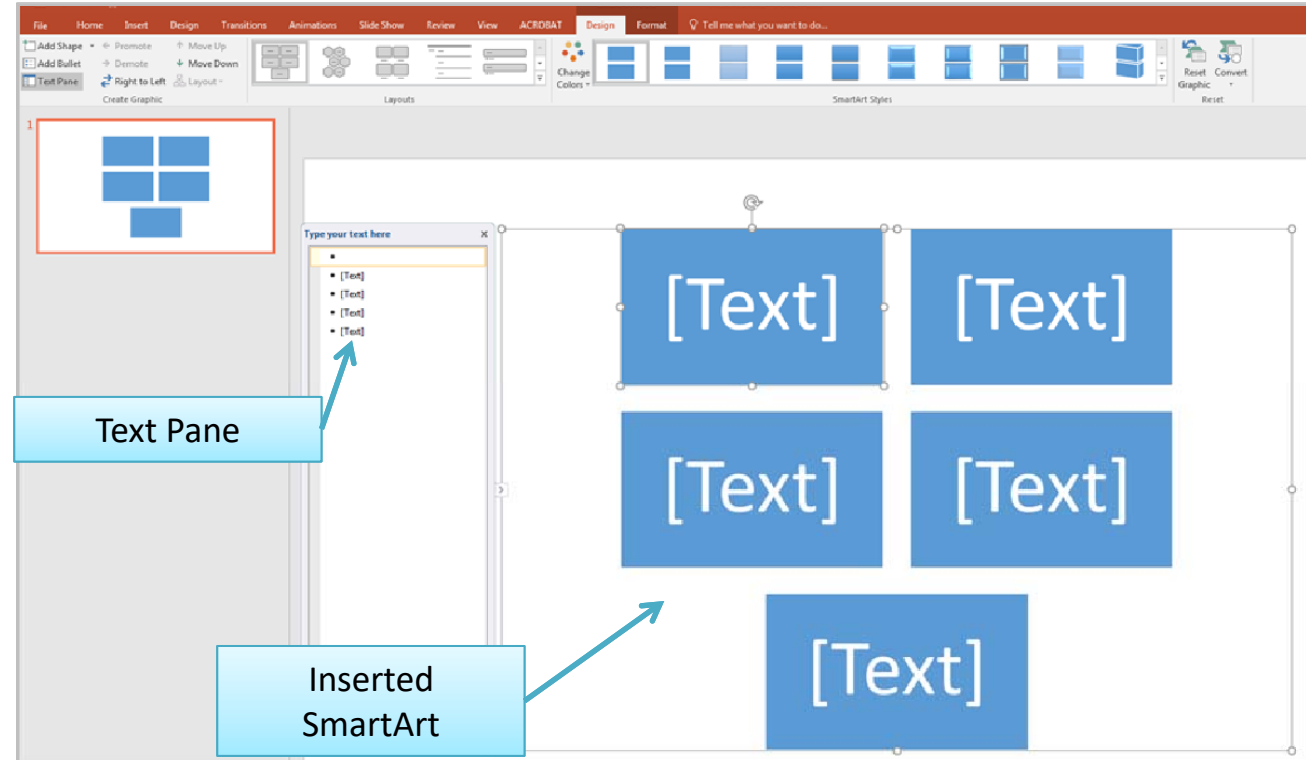# Insert Tab – Inserting Objects III

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❑ **As shown in the previous picture there are three sections to this panel:**

• On the **left** is a column that lists the various SmartArt categories. You can select a specific category or choose All to show examples of every option.

• The **central** list section displays graphic representations of the many SmartArt styles. Clicking on a style will select it and cause a thumbnail to be displayed on the right.

• To the **right**, a thumbnail illustration and a detailed description of the SmartArt style you selected are displayed.

■ After inserting a SmartArt graphic, it appears on your slide, and a text pane typically appears on the left side of the screen. Two additional tabs appear in the ribbon: the **"SmartArt Tools Design"** tab and the **"SmartArt Tools Format"** tab.


Text Pane

Inserted SmartArt

SmartArt Tools
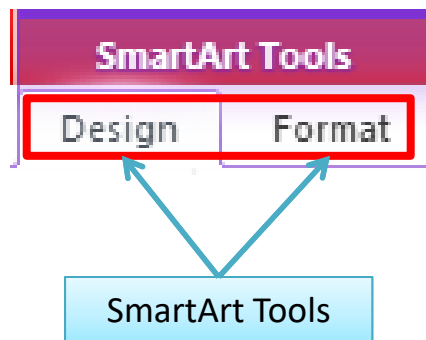
➢ **SmartArt Graphic on the Slide:** The selected SmartArt graphic will be inserted onto your slide, visually representing the chosen diagram or layout.

➢ **Text Pane:** A text pane will appear on the left side of the PowerPoint window. This text pane is connected to the SmartArt graphic and allows you to enter and edit the text for each element or shape in the SmartArt.

▪ To enter text, click inside the text pane and start typing. As you type, the corresponding shapes in the SmartArt graphic will be updated in real-time.

▪ You can use the text pane to easily manage and organize the content within the SmartArt graphic.
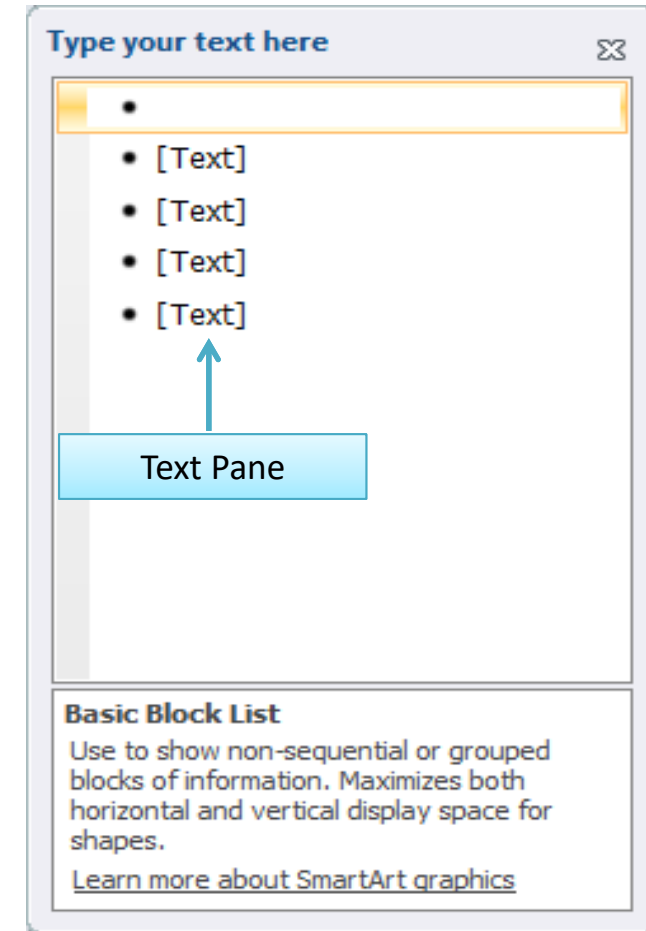
➤ **SmartArt Tools Tabs:** When the SmartArt graphic is selected, two additional tabs appear in the ribbon: the "**SmartArt Tools Design**" tab and the "**SmartArt Tools Format**" tab. These tabs provide options for customizing the design, layout, and formatting of your SmartArt graphic.

1. **SmartArt Tools Design Tab:**

The "**SmartArt Tools Design**" tab is a contextual tab that becomes active when you select a SmartArt graphic. Here's an overview of the key features and tools available in the "**SmartArt Tools Design**" tab:
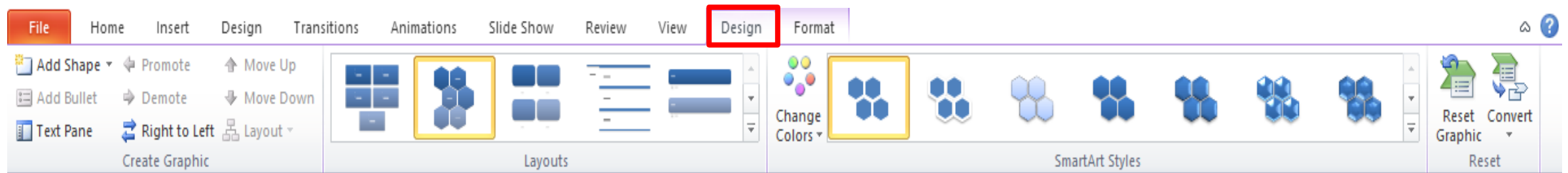
- **Add Shape:**

The "Add Shape" button lets you add additional shapes to your SmartArt graphic. You can choose to add shapes **above**, **below**, **before**, or **after** the selected shape.

- **Text Pane:**

The "**Text Pane**" button opens or closes the Text Pane on the left side of the SmartArt graphic. The Text Pane allows you to easily enter and edit text for each shape in the graphic.

- **Move Up / Move Down:**

These buttons allow you to change the order of shapes in your SmartArt graphic. Use "**Move Up**" to shift a shape higher, and "**Move Down**" to shift it lower.
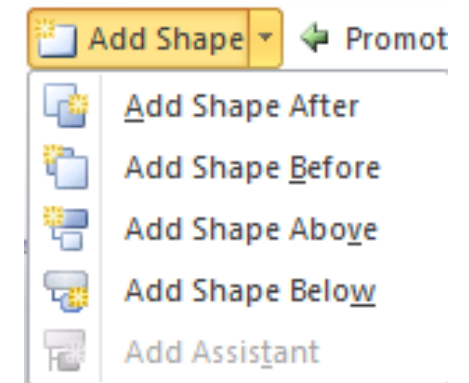
- **SmartArt Styles:**

  In the "**SmartArt Styles**" group, you can choose from a variety of predefined styles to quickly change the look of your SmartArt graphic. These styles include different color schemes and effects.

- **Change Colors:**

  The "**Change Colors**" button allows you to modify the color scheme of your SmartArt graphic. You can choose from different color combinations to match your presentation's theme.

- **Reset:**

  - **Reset Graphic:**

  If you've made changes to your SmartArt graphic and want to revert to its original layout and formatting, you can use the "**Reset Graphic**" button.
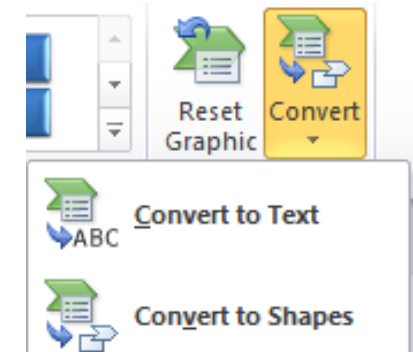
- **Convert**

  - **Convert to Text:**

  Transform a SmartArt graphic into a simple bulleted text list, making it easier to edit and format as plain text.

  - **Convert to Shapes:**

  Change a SmartArt graphic into individual, editable shapes, providing more flexibility for detailed customization and design adjustments.
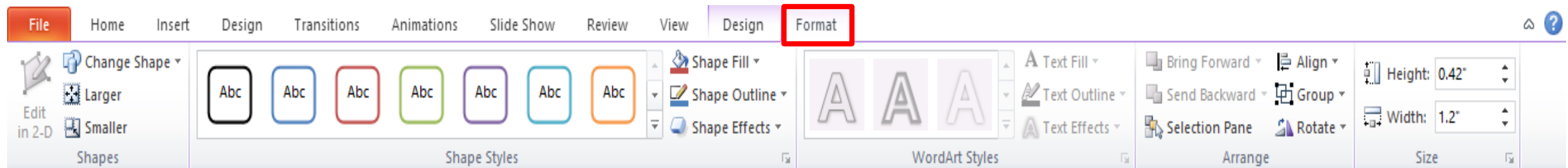
2. SmartArt Tools Format Tab:

This tab provides a variety of formatting options to customize the appearance of your SmartArt. It contains:

- **Change Shape**
- **Shape Fill**
- **Shape Outline**
- **Shape Effects**
- **Arrange**
- **WordArt Styles**
- **Text Fill**
- **Text Outline**
- **Text Effects**
- **Size**

❖ **The concepts mentioned were illustrated in earlier lectures.**

Thank You