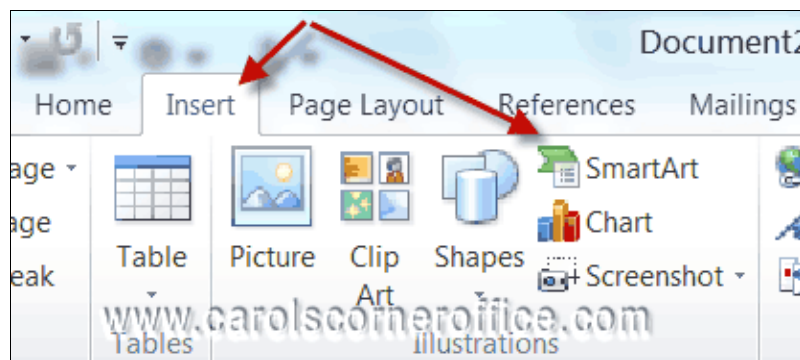


How to use SmartArt in MS Word

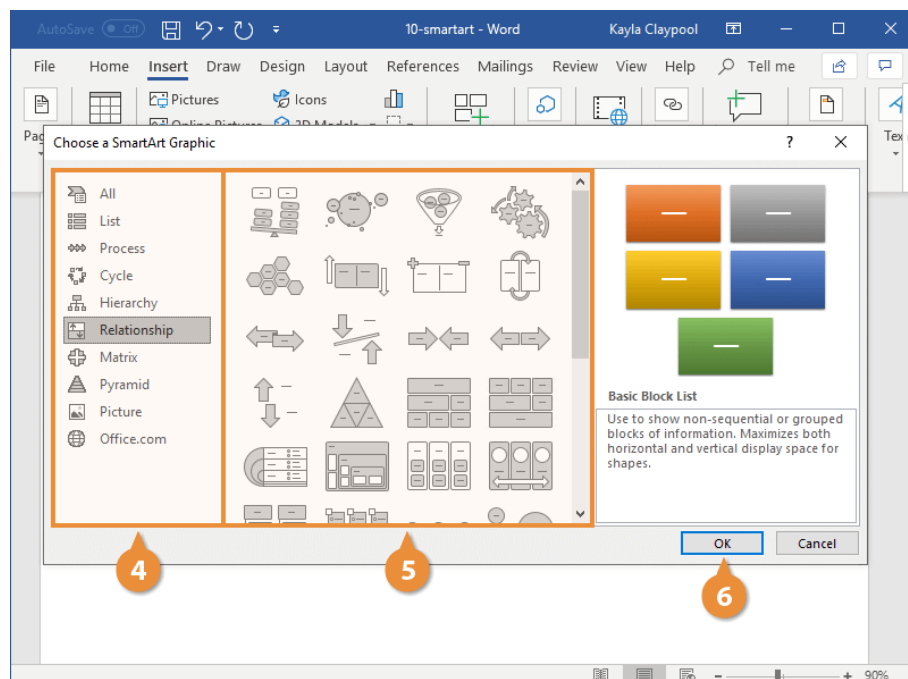
SmartArt is simply one of the graphics features in MS Word.

The best way to learn is by doing. Here are some tips:

1. Launch MS Word. *(The version you use may look a bit different).*
2. Open a new document or go to an empty paragraph in an existing document.
3. On your **Insert** tab, click the **SmartArt** button.



A dialog box opens, displaying categories of SmartArt on the left, styles of SmartArt graphics in the middle, and a preview and description of the selected SmartArt on the right.



Handout

4. Select a category.
5. Select a graphic.
6. Click OK. The selected SmartArt graphic is inserted in your document.

Each part of the graphic contains placeholder text, ready for you to fill it in.

Note that even though you select one of the SmartArt shapes here, your selection is not set in stone. You can change it to another shape later on.

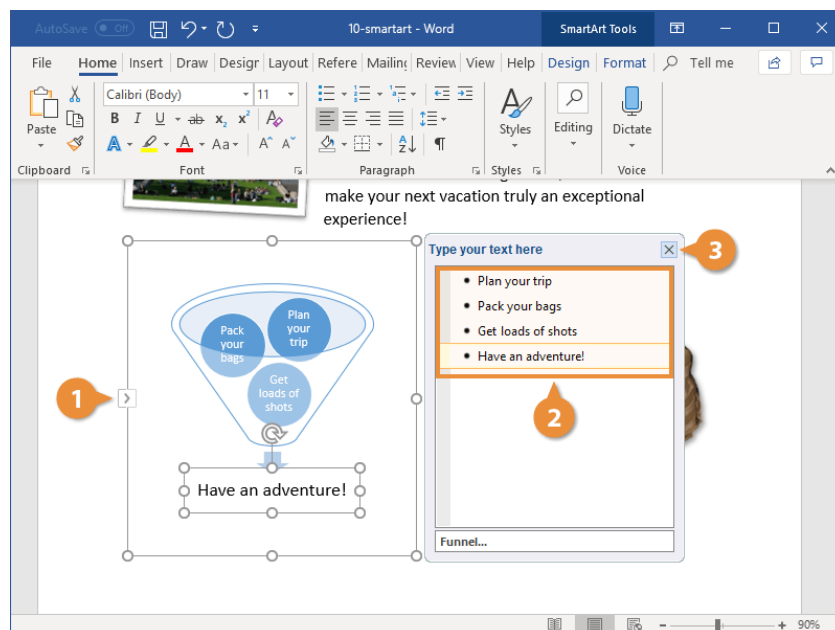
Add Text

1. Click the arrow on the SmartArt graphic's left border.

The text pane opens, where you can enter the text for the SmartArt graphic.

You can also open the text pane by clicking the **Text Pane** button on the Design tab in the SmartArt Tools ribbon group.

2. Enter text for each bullet in the text pane.
3. Click the text pane's **Close** button when you're done.



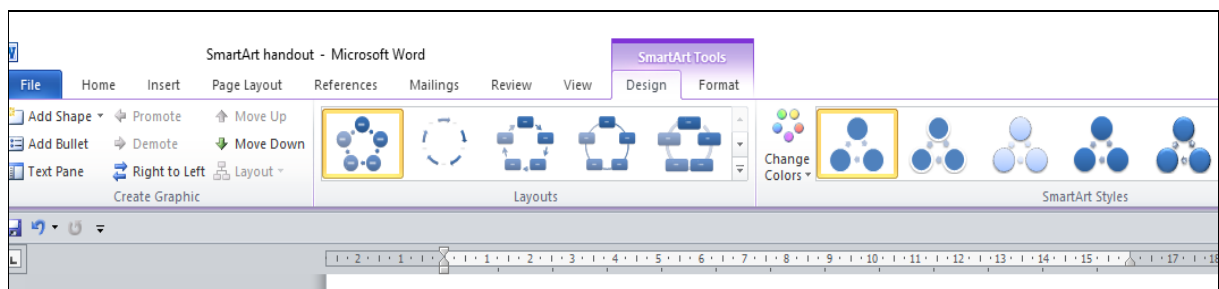
You can also click each text placeholder in the SmartArt graphic to directly add text.

Some SmartArt graphics can accommodate more bullet points than they start with. To add another bullet, press **Enter** in the text pane.

Format SmartArt graphics

Finally, you can customize the look of each shape in the SmartArt graphic.

1. Click the SmartArt shape you have inserted.
2. Under **SmartArt Tools** on the menu bar, click the **Format** or **Design** tab, depending on which formatting tools you want to use.
3. Use the options available to format each shape.



Crating an Organisational Chart

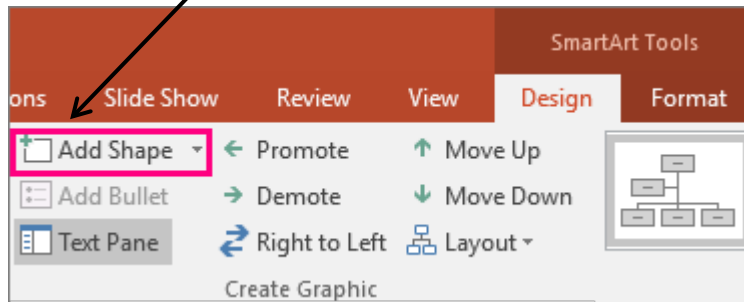
We follow the same procedures that we have learned so far, except that in the **Choose a SmartArt Graphic** gallery, click **Hierarchy**, and then click an organization chart layout (such as **Organization Chart**), and then click **OK**. The chart will be inserted in your document.

Organisational charts can be modified to suit your organisation's management structure. We do this by adding boxes to the chart.

How to add a box in SmartArt charts

1. Click the existing box that is located closest to where you want to add the new box in your chart.

2. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow next to **Add Shape**, and then do one of the following: *This can be done also by clicking on the right mouse button*



***Note:** If you do not see the **SmartArt Tools** or **Design** tabs, make sure that you have selected the SmartArt graphic. You may have to double-click the SmartArt graphic to select it and open the **Design** tab.*

- To insert a box at the same level as the selected box but following it, click **Add Shape After**.
- To insert a box at the same level as the selected box but before it, click **Add Shape Before**.
- To insert a box one level above the selected box, click **Add Shape Above**.

The new box takes the position of the selected box, and the selected box and all the boxes directly below it are each demoted one level.

- To insert a box one level below the selected box, click **Add Shape Below**.
- To add an assistant box, click **Add Assistant**.

Add Assistant is available only for organization chart layouts. It is not available for hierarchy layouts, such as **Hierarchy**.

To delete a box in a chart

Click the border of the box you want to delete, and then press **Delete**.

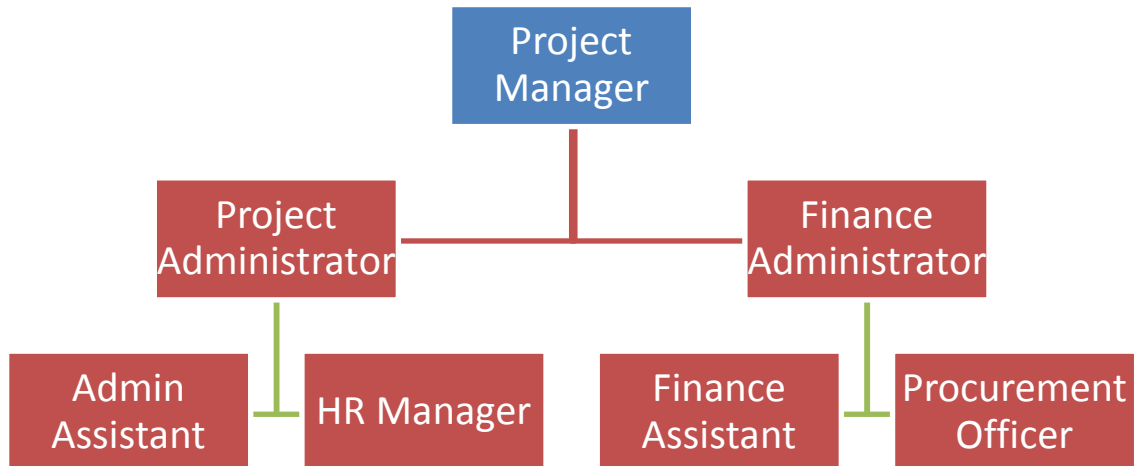
To delete the whole chart

Click the outer border of the whole chart, and then press **Delete**.

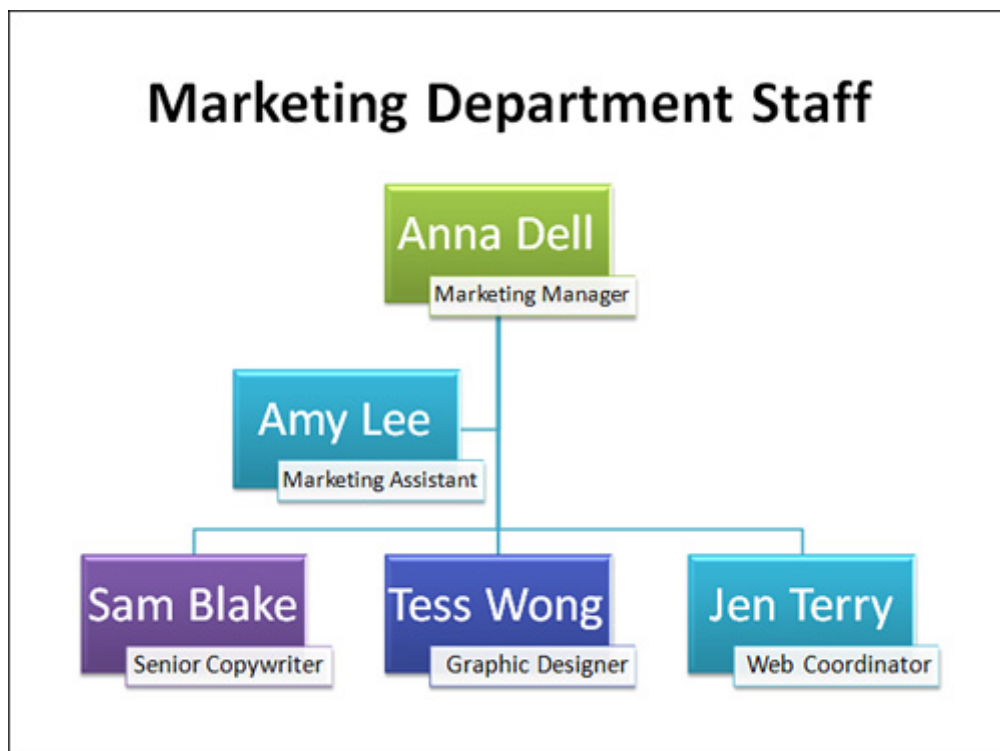
[Please click on this link to see more SmartArt examples](#)

Exercises

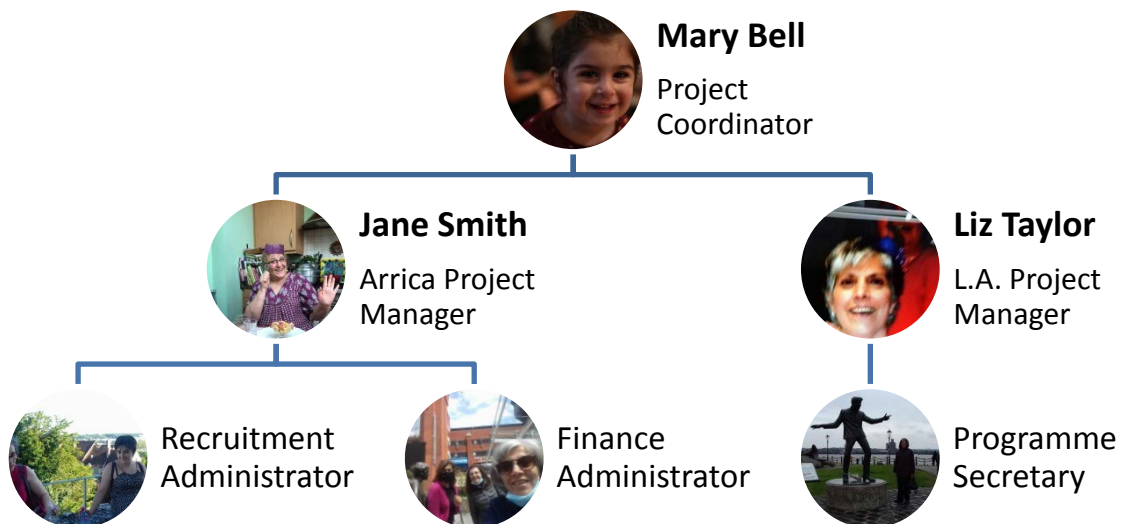
Organisation Chart



Name and Title Organisation Chart



Circle Picture Organisational Chart



Basic Cycle Example

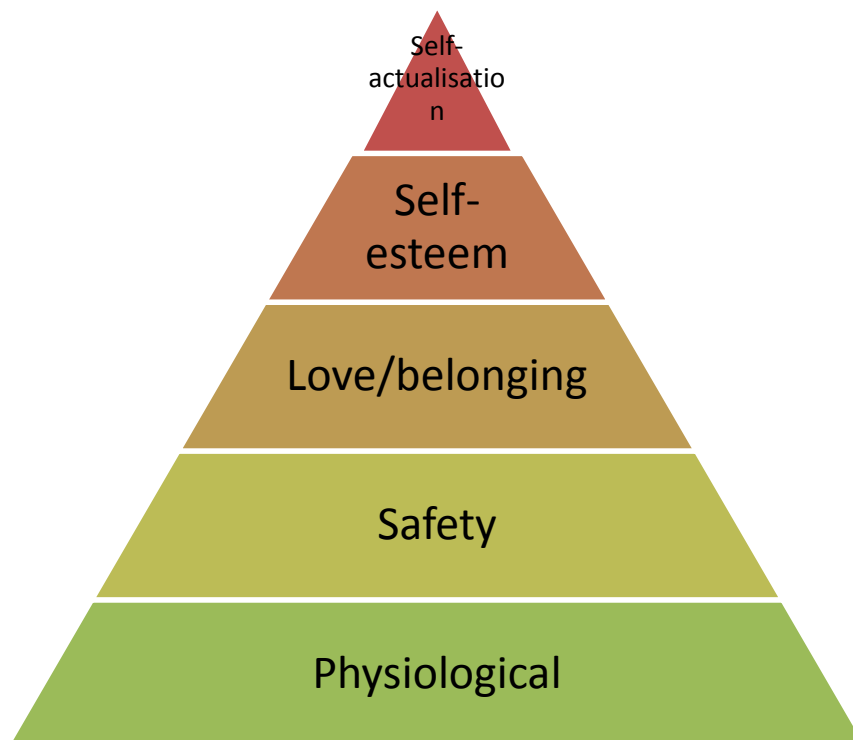
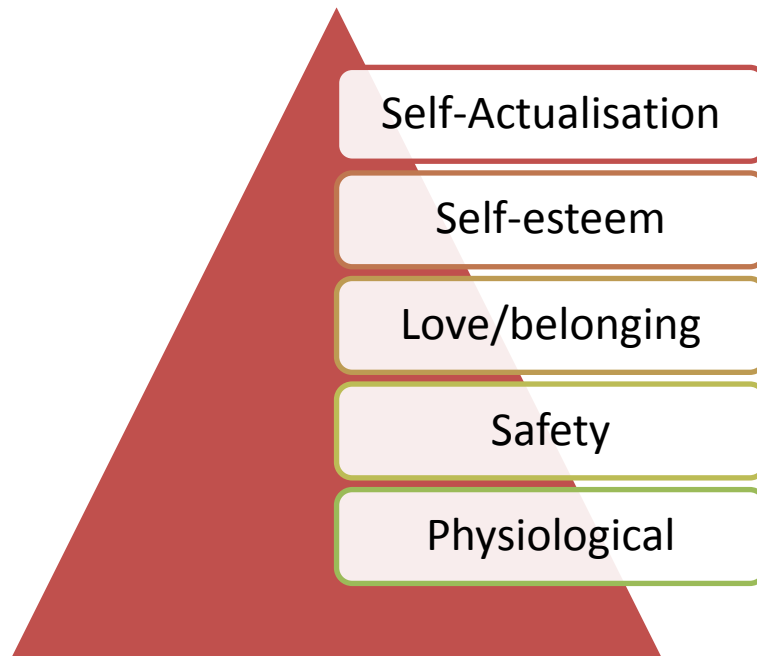
Publication Plan

Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasises the stages or steps rather than the connecting arrows or flow.



Basic Pyramid

Maslow's Hierarchy of Needs



Sample SmartArt List

