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Adding and Editing SmartArt in MS Word

Microsoft Word

Module 28 - Adding and Editing SmartArt in MS Word

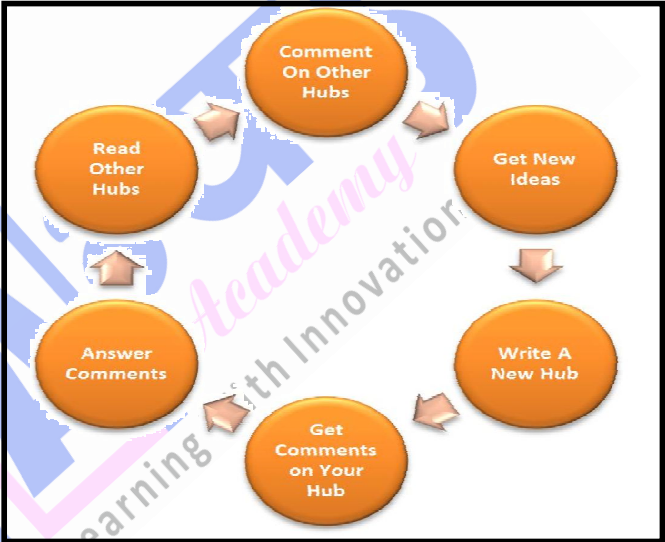
Smart Art (Illustrations Group)

SmartArt is a feature in Microsoft Office applications like Word, PowerPoint, and Excel that allows users to create visually engaging diagrams and graphics to represent information. It is designed to help convey ideas, processes, hierarchies, and relationships in a more structured and easy-to-understand way.

Why We Used Smart Art

SmartArt is used in Microsoft Office applications (like Word, PowerPoint, and Excel) to create visually appealing diagrams that help convey information clearly and effectively. Here are some key reasons why SmartArt is used:

- **Visual Clarity:** SmartArt helps represent complex information or ideas in a visual format, making it easier for people to understand and retain.
- **Professional Look:** It adds a polished, professional touch to your documents or presentations, as the diagrams are designed to look visually appealing and well-organized.
- **Organization of Information:** SmartArt is great for organizing information, such as showing processes, hierarchies, or relationships between concepts.
- **Ease of Use:** It's simple to insert and customize. You can choose from a variety of templates and styles, and then edit the text and formatting easily.



Types Of Smart Art

- **List:** Displays information in a simple, linear format.
- **Process:** Shows steps in a sequence or workflow.
- **Cycle:** Represents cyclical or repeating processes.

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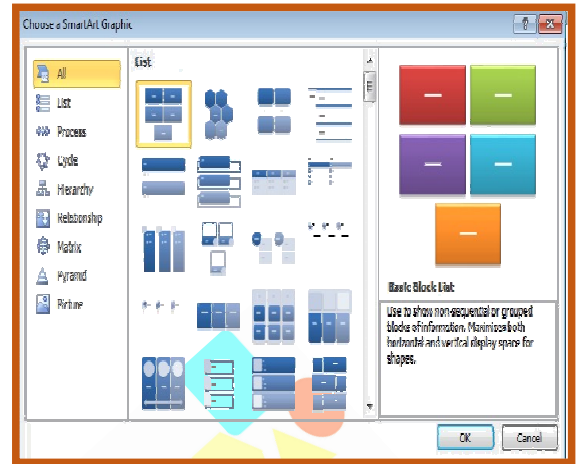
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- **Hierarchy:** Illustrates hierarchical relationships (e.g., organization charts).
- **Relationship:** Displays connections or relationships between concepts.
- **Pyramid:** Represents hierarchical or layered structures.
- **Picture:** Incorporates images into the SmartArt design.



Helping Tool of Smart Art Design Menu

There are 4 Groups in Design Menu

- Create Graphic
- Layouts
- Smart Art Styles
- Reset

The **SmartArt Design** menu in Microsoft Office applications (like Word, PowerPoint, and Excel) offers several tools that help you customize and enhance your SmartArt graphic.



Create Graphic Group

The **Create Graphic** group is a section found in the **SmartArt Design** tab in Microsoft Office applications like Word, PowerPoint, and Excel. It includes tools that help you build and customize your SmartArt graphic. Here's a breakdown of the key tools found in the Create Graphic group:

Add Shape

Add Shape is a feature in the **SmartArt Design** menu in Microsoft Office applications like Word, PowerPoint, and Excel. It allows you to insert additional

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shapes (elements) into an existing SmartArt graphic. This helps you expand your diagram to include more information or steps.

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There are typically two options when using **Add Shape**:

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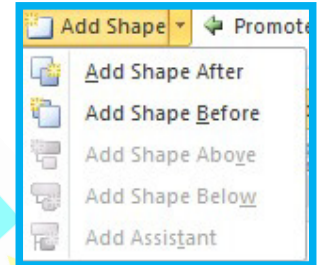


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- **Add Shape After:** Adds a new shape to the right or after the selected shape in the SmartArt layout.

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- **Add Shape Before:** Adds a new shape to the left or before the selected shape in the SmartArt layout.



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Add Bullet

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In the context of SmartArt in Microsoft Office applications, **Add Bullet** refers to the option that lets you add a bullet point to a SmartArt graphic, typically when you are using a list-type layout. This helps you add additional items to your graphic, which are displayed as bullet points.

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Text Pane

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The **Text Pane** is a simple panel that appears alongside a SmartArt graphic in Microsoft Office applications like Word, PowerPoint, and Excel. It makes it easier to add, edit, and organize the text within your SmartArt graphic.

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**Central Govt.
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- **Quick Text Editing:** You can type or edit the text for each shape in your SmartArt graphic directly in the Text Pane.

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**State Govt.
Services**

- **Structure:** The Text Pane shows the text in an outline format, so you can see how your content is organized (e.g., which text belongs to which shape).

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- **Adding/Removing Text:** You can easily add new text or delete existing text, and it will automatically update in the SmartArt graphic.

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**MBA
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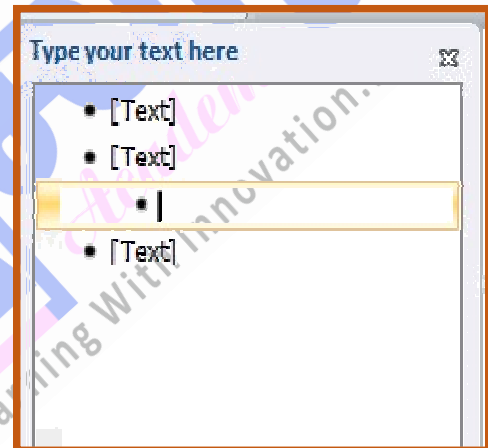


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Promote/Demote: These buttons help adjust the position or level of shapes in a hierarchy. "Promote" moves a shape up, and "Demote" moves it down within the structure.

Right to Left is a feature in SmartArt that changes the direction of your graphic so that the elements flow from the **right side** to the **left** instead of the usual left to right.

Move Up is a feature in SmartArt that allows you to move a shape or item **higher** in the order or hierarchy within your graphic.

Move Down is a feature in SmartArt that allows you to move a shape or item **lower** in the order or hierarchy within your graphic.

Layout in the context of SmartArt refers to the arrangement or structure of shapes and elements within the graphic. It determines how the text, shapes, and other components are positioned and organized within the SmartArt design.

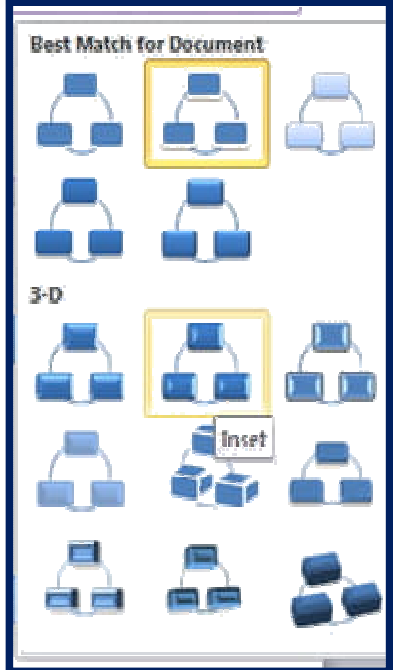
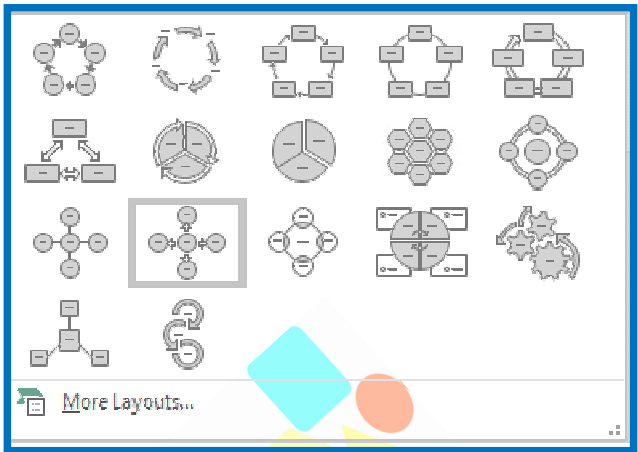
Change Colors

Change Colors is a feature in the SmartArt Design menu that allows you to change the color scheme of your SmartArt graphic. This helps you customize the appearance of your graphic to match the overall theme of your document or presentation, or to make it more visually appealing.

Smart Art Styles

SmartArt Styles are different visual effects that can be applied to your SmartArt graphic to enhance its appearance. These styles offer a variety of looks, from simple to more elaborate designs, and can make your diagram stand out with things like 3D effects, shadows, and reflections.

- **Simple:** Basic, clean designs with minimal effects, great for clear and straightforward visuals.
- **3D Effects:** Adds depth and dimension to the shapes, making them appear three-dimensional.



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- **Shadow:** Adds a shadow behind shapes for a more polished and professional look.
- **Soft Edges:** Applies soft rounded edges to shapes for a smoother, more modern appearance.
- **Glow:** Adds a glowing effect around the shapes to make them stand out.
- **Reflected:** Creates a reflection of the shapes beneath them for a sleek, mirrored look.

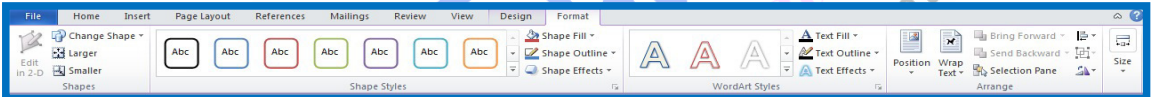
Reset Graphic

Reset Graphic is a feature in the SmartArt Design menu that allows you to return a SmartArt graphic to its original state, removing any customizations or changes you've made (like colors, styles, or added shapes).

Helping Tool of Smart Art Format Menu

There are 5 Groups in Format Menu

- Shapes
- Shape Styles
- Word Art Styles
- Arrange



Change Shape

"Change Shape" allows you to convert an existing shape into a different shape while preserving its size and formatting.

Larger in SmartArt: If you mean making a SmartArt graphic, shape, or text larger, it would involve adjusting the size of the object or text in the design.

Smaller in SmartArt: In SmartArt, when you refer to making something "smaller," you're likely talking about reducing the size of either the entire SmartArt graphic, individual shapes, or text within the SmartArt. Here's how to make things smaller in SmartArt:

Shape Style refers to a predefined set of formatting options (such as fill color, outline, and effects) that can be applied to a shape to give it a consistent and polished appearance.

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Shape Fill provides various options to customize the interior of a shape in Microsoft Office applications:

- **Solid Fill:** Fills the shape with a single, solid color.
- **Gradient Fill:** Applies a gradual color transition, allowing you to create a smooth blend from one color to another.
- **Picture Fill:** Fills the shape with an image or picture.
- **Texture Fill:** Applies a texture or pattern (like fabric or marble) as the shape's fill.
- **Pattern Fill:** Fills the shape with a repeating pattern, such as dots or stripes.

Shape Outline allows you to modify the border of a shape by changing its color, thickness, and style (e.g., solid, dashed, or dotted).

Shape Effects apply various visual enhancements to a shape, such as shadows, reflections, glow, bevel, 3D effects, and soft edges, to make the shape stand out or appear more dynamic.

WordArt Styles are predefined text formatting options that apply artistic effects, such as shadows, outlines, and colors, to make text more visually appealing and eye-catching.

Text Fill allows you to change the color, gradient, texture, or pattern applied to the text itself, enhancing its appearance within a shape or on a document.

Text Outline is a feature that adds a border around the text, allowing you to adjust the color, weight (thickness), and style (solid, dashed, etc.) of the outline to enhance the visibility and appearance of the text.

Text Effects are visual enhancements that can be applied to text, such as shadows, glows, reflections, bevels, and 3D effects, to make the text stand out and appear more dynamic.

Position refers to the placement or alignment of an object, text, or shape within a document, slide, or worksheet, allowing you to adjust where it appears relative to other elements, such as moving it to the left, right, center, top, bottom, or adjusting its rotation or spacing.

Wrap Text is a feature that automatically adjusts the text layout around an object, such as a picture or shape, so that the text flows around it rather than overlapping or being hidden behind it. This is commonly used in word processors like Microsoft Word to ensure text flows smoothly around inserted images or other elements.

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Bring Forward is a feature in Microsoft Office that moves an object (like a shape, image, or text box) **closer to the front** of the layer stack.

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Send Backward is a command that moves a selected object (such as a shape, image, or text box) one layer behind other objects, while keeping it in front of any objects that are already at the back. It's useful when you want to adjust the layering order of objects on a document.

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Selection Pane is a tool in Microsoft Office applications (like Word, PowerPoint, and Excel) that allows you to view, select, and manage the visibility, order, and naming of all objects on a slide or page, such as shapes, text boxes, images, and SmartArt. It helps in organizing and quickly accessing specific objects, especially in complex documents or presentations.

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Align is a tool that arranges objects in a specific order relative to each other or the page, such as aligning them to the left, center, right, top, or bottom.

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Rotate allows you to turn an object or shape around a fixed point, changing its angle or orientation on the page or slide.

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Group is a feature that combines multiple objects into a single unit, making it easier to move, resize, or format them together as one.

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Size refers to adjusting the dimensions (height and width) of an object, shape, or text to make it larger or smaller.

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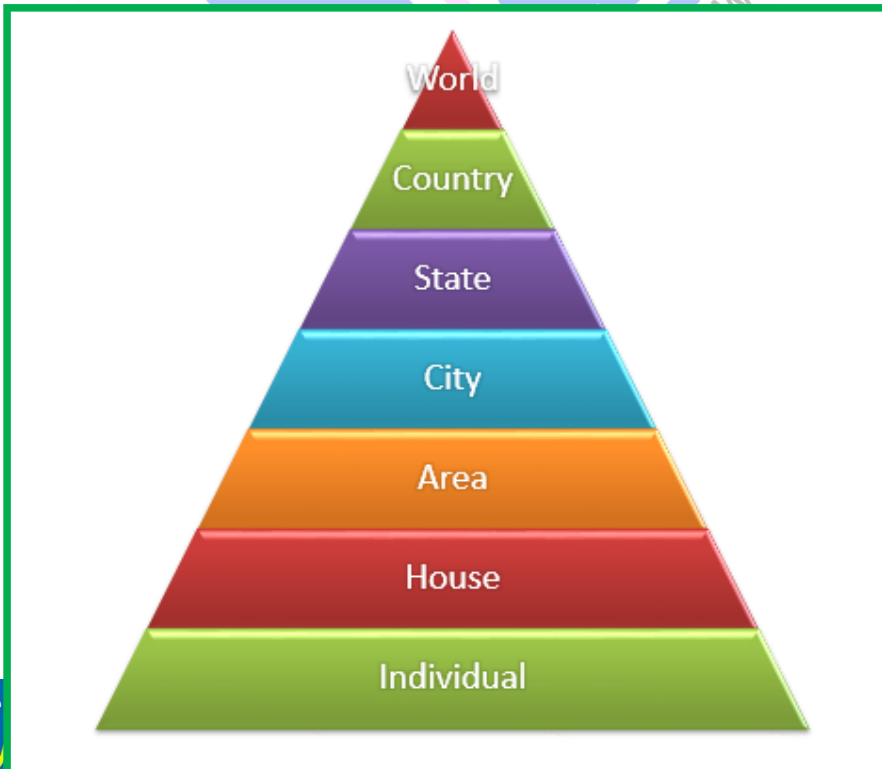
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