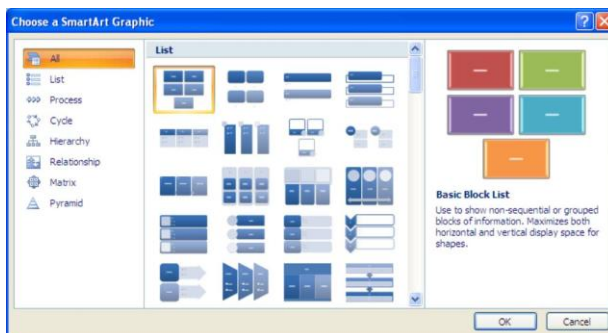


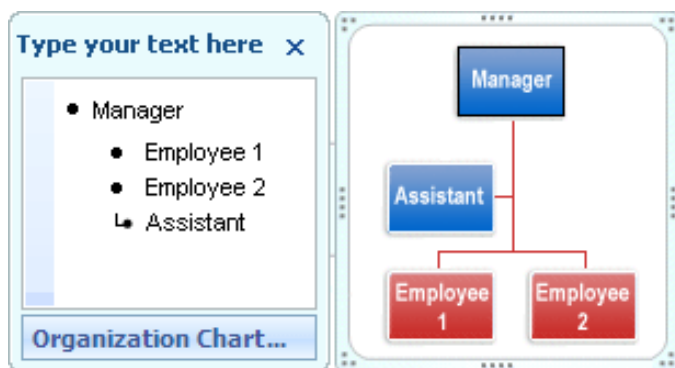
Microsoft Office 2007 – Insert SmartArt

A SmartArt graphic is a visual representation of the message that you wish to portray in your presentation or document. A large selection of layouts are available and you can use them to create a SmartArt graphic very quickly and easily.

In general, SmartArt graphics are most effective when the number of shapes and the amount of text are limited to key points. Larger amounts of text can distract from the visual appeal of your SmartArt graphic and make it harder to convey your message visually. However, some layouts, such as the **Trapezoid List** layout in the **List** type, work well with larger amounts of text.

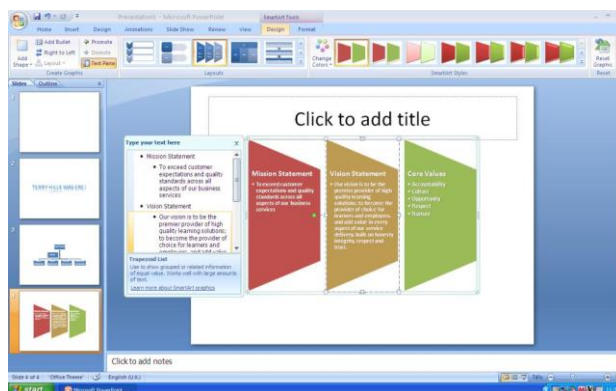


To insert a SmartArt graphic



1. on the **Insert** tab, click **SmartArt**
2. choose the category and style of your graphic and click **OK**
3. enter the text directly into the graphic shape or by using the outline (type your text here) text box
4. click outside the drawing when you are finished

To change the layout of a SmartArt graphic, select from the **Layouts** group on the **Design** tab. To change the style, select from the **SmartArt Styles** group and the colour scheme can also be adjusted by selecting the **Change Colours** button.



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