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WHAT's New?



**SmartArt Overview in PowerPoint 2007 (Part 1)**

Earlier versions of PowerPoint had a diagram feature, but your options were very limited. PowerPoint 2007 offers a tool to automatically turn bulleted text into graphics. It's called **SmartArt**.

**SmartArt** graphics offers some additional visual interest and can also help make your concepts clear, by showing the relationships between your points.

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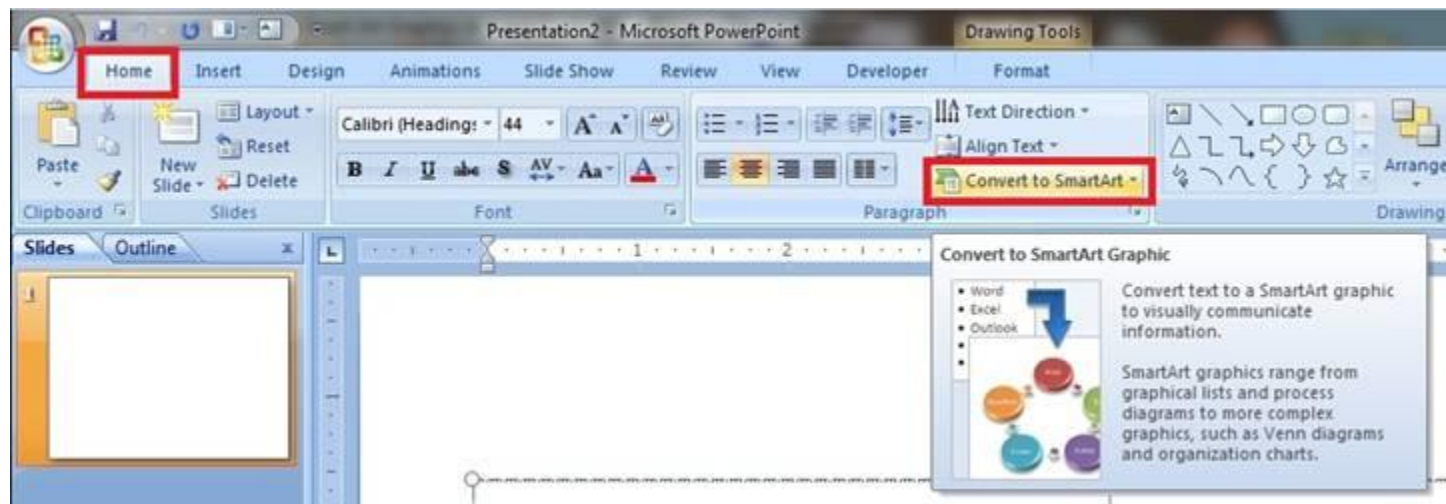
<Back      Next>

OK      Cancel

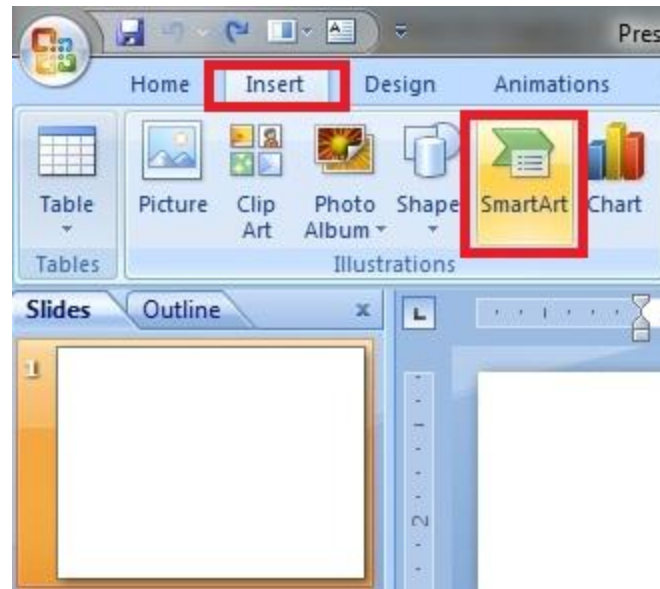
# SmartArt Overview in PowerPoint 2007 (Part 1)

## A. Two Methods to Insert SmartArt

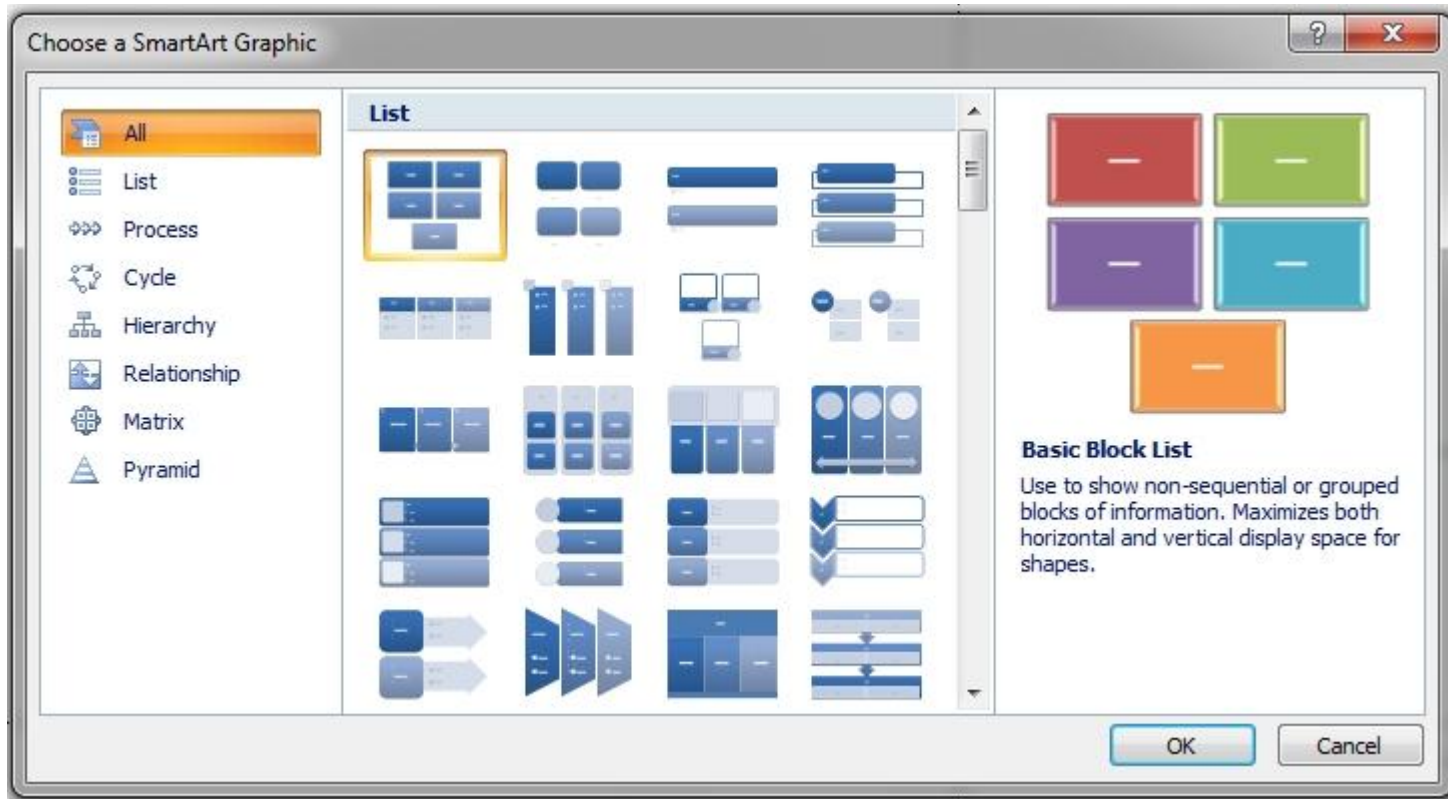
1. Click the *Convert to SmartArt* button under Home Tab.



2. On the *Insert* tab of the ribbon, click on the *SmartArt* button.

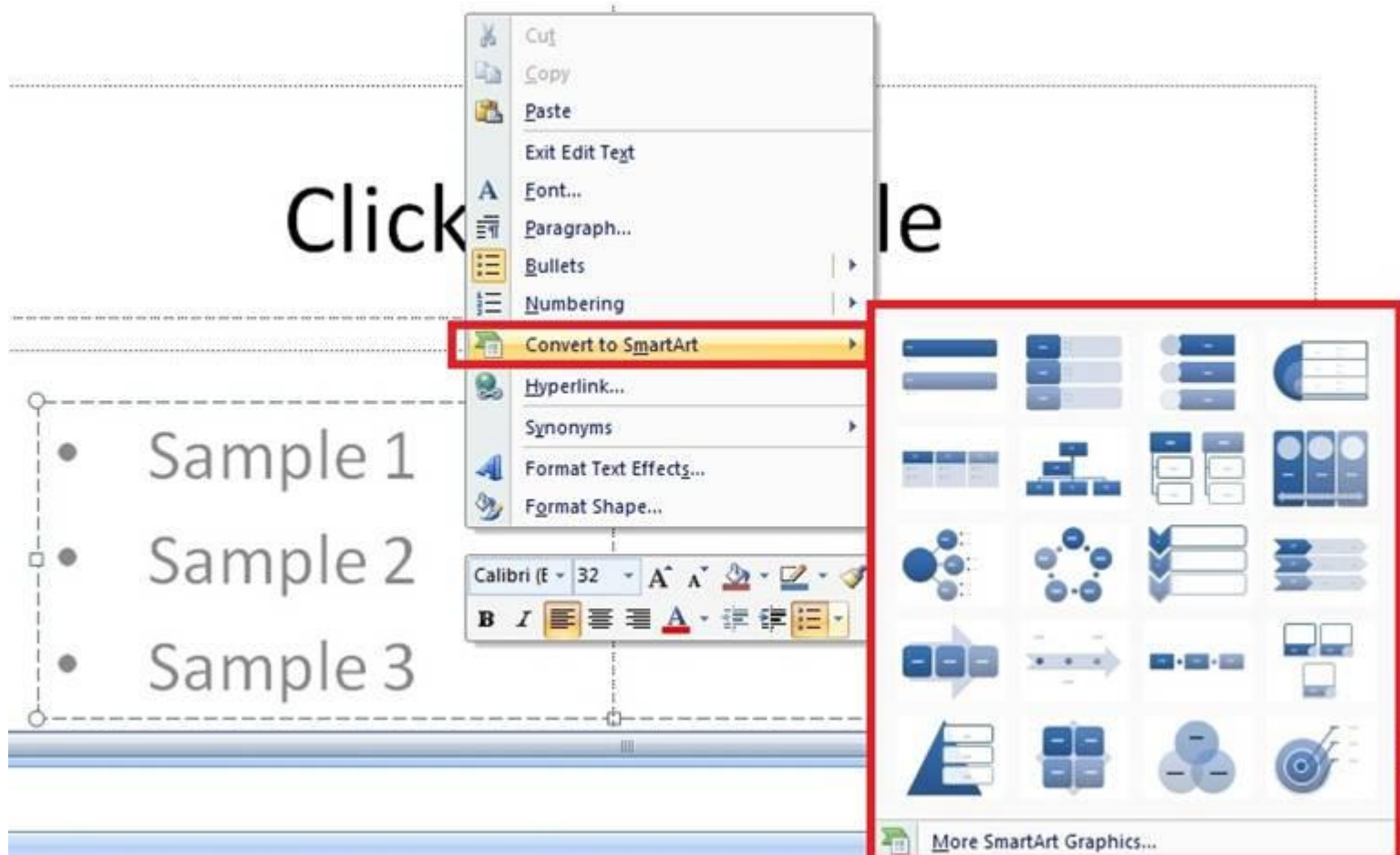


3. *Choose a SmartArt Graphic* from the dialog box that will appear on your screen.



**Note:** If you want to recycle an old presentation, it's good to know that any text placeholder containing bullet points can easily be converted to SmartArt in a flash. Simply *right-click* on the text placeholder and choose *Convert to SmartArt* from the shortcut menu.





## B. SmartArt Design and Formatting Tools

To make changes to the *SmartArt graphic*, make sure that the *SmartArt graphic* is selected. This will activate the *SmartArt Tools* button above the ribbon.

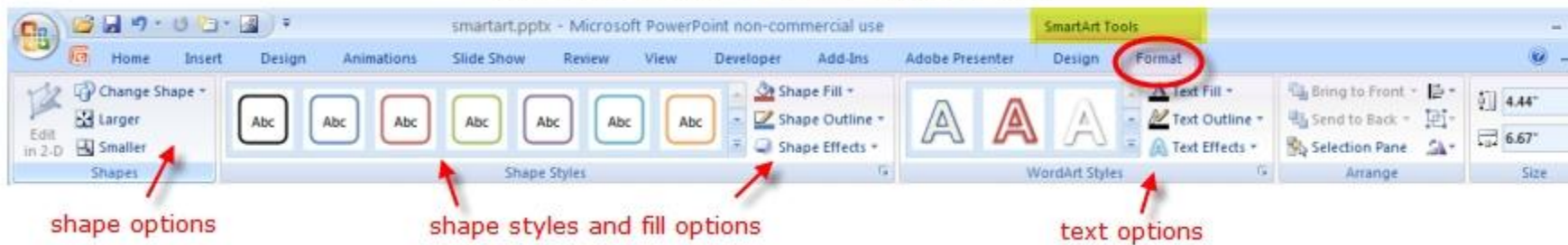
1. **SmartArt Design Tools:** Click on the *Design* button to activate the *SmartArt design tools*. A variety of options are available for the *SmartArt graphic*.
  - Changing the type of SmartArt graphic
  - Changing the colors
  - Changing the style of the chosen SmartArt graphic
  - Adding additional shapes to the graphic (depending on the SmartArt chosen)
  - Resetting the graphic back to its default settings

### SmartArt Tools - Design Options



2. **SmartArt Formatting Tools:** Click on the *Format* button to activate the *SmartArt formatting tools*. A variety of options are available for the *SmartArt graphic*.
  - Changing the shape
  - Changing the shape's style and fill
  - Applying a different text option
  - Changing the size

## SmartArt Tools - **Formatting** Options



**\*Note:** Follow the future release of ProductivI.T.y to know more on the SmartArt Graphic Styles...