

Project 4-1: Adding SmartArt to a Slide

In this exercise you'll insert SmartArt graphics into several presentation slides.

1. Open the exercise file 4-1-source. Save your document as **project_4-1_smartart**.
2. Select slide 3 of the Northwind "Interoffice Mtg" presentation. Click somewhere in the bulleted list and choose **Format > Paragraph > Convert to SmartArt**. Select the org chart.
3. In the text pane, indent all the lines below "Cameo."
The SmartArt automatically updates to reflect the new bulleted list structure.
4. Right click the flowchart on slide 2 and select **Convert to Text**.
5. Indent lines 3-5, then convert the list to **Basic Timeline SmartArt**.
6. Select several pieces of the SmartArt in turn – the blue dots, arrow, and text pieces – and move them around the screen.
7. Click **SmartArt Tools > Design > Reset Graphic**.
8. Save and close your document.

Project 4-2: Changing SmartArt Layouts

In this exercise you'll modify pieces of SmartArt in a presentation.

1. Open the project file 4-2-source. Save your document as **project_4-2_changing_smartart**.
2. Select the SmartArt on slide 2. In the SmartArt Tools > Design tab, mouse over several entries in the Layouts gallery to see the changes the different layouts make to the chart's information.
3. Select the **Circle Process** layout.
4. Right click slide 2 in the slide selection pane and click **Duplicate Slide**.
(The duplicate is now slide 3.)
5. On slide 3, select the SmartArt and in the SmartArt Design tools tab, click **Reset > Convert > Convert to Shapes**.
6. Rotate the new image 45 degrees counterclockwise.
7. Add a gradient fill to slide 3's background, **Linear gradient**, from bottom left to top right (like the image), color **Orange – Accent 2**.
8. Save and close the document.