

IMPORTANT!! Save your work on the student public drive>junior high>ms Emily>digital literacy>in your file

## Smart Art Power Point

1. Open PowerPoint
2. Slide ONE: On the Insert tab, in the Illustrations group, click SmartArt.



- a. In the Choose a SmartArt Graphic dialog box, click 'list' option and select a graphic that you like to list 5 of your favorite things in life.
  - b. Look for the text pane that prompts you to insert your text.
  - c. Change the color: You can apply color variations that are derived from the [theme colors](#) to the shapes in your SmartArt graphic.
    - Click your SmartArt graphic.
    - Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colors.
  - d. If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to open the Design tab.
3. Slide TWO: press the 'add a slide' button>smartart>process
    - a. Show me the process Ms. Kevi teaches for her etymology cards
  4. Slide THREE: press the 'add a slide' button>smartart>cycle
    - a. Use this type of Smart Art to graphically represent the scientific method (use Google if you have forgotten this 6 step process)
  5. Slide FOUR: press the 'add a slide' button>smartart>hierarchy
    - a. Use this type of Smart Art to show your family tree
  6. Slide FIVE: press the 'add a slide' button>smartart>relationship
    - a. Use this type of Smart Art to show your opinion of what components make a healthy relationship
  7. Slide SIX: press the 'add a slide' button>smartart>Matrix
    - a. Use a matrix to show the 6 branches of the military
  8. Slide SEVEN: press the 'add a slide' button>smartart>pyramid
    - a. Use a pyramid to show what you want for Christmas (the base being the most important)