

Concepts Review

True/False Questions

Each of the following statements is either true or false. Select your choice by indicating T or F.

- T F 1. SmartArt contains a wide range of diagrams organized in seven different categories.
- T F 2. All the shapes in a diagram must be the same color.
- T F 3. An organization chart is an example of a hierarchy diagram.
- T F 4. List diagrams can show both level 1 and level 2 information as long as the text is written concisely.
- T F 5. If you add too many shapes to an organization chart, you can always delete the extra shapes.
- T F 6. Quick Styles provide color and effect choices for selected shapes.
- T F 7. SmartArt Styles can be applied to individual shapes in a diagram.
- T F 8. The Change Colors option provides choices from Standard Colors.

Short Answer Questions

Write the correct answer in the space provided.

1. How do you create a SmartArt Graphic?

-
2. What feature enables you to quickly key text to create a SmartArt Graphic?

-
3. How can you convert an existing bulleted list to a diagram?

-
4. If you have created a Process diagram, how can you change it to a Cycle diagram?

-
5. Describe how to change the size of a SmartArt shape.

-
6. If you have six subordinates reporting to one superior, how do you change the six shapes so they are stacked vertically in two columns?
-

7. Which categories of SmartArt graphics provide picture placeholders?

8. What type of diagram is used to illustrate a continuous, ongoing relationship?

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. When developing your presentation content and making decisions about which SmartArt graphic to use, why is it important to consider your audience's viewpoint?
2. Organization charts are by nature rather detail-oriented. Based on what you learned about designing presentations, how can you ensure that an organization chart is easy to interpret?

Skills Review

Exercise 7-20

Create a list diagram.




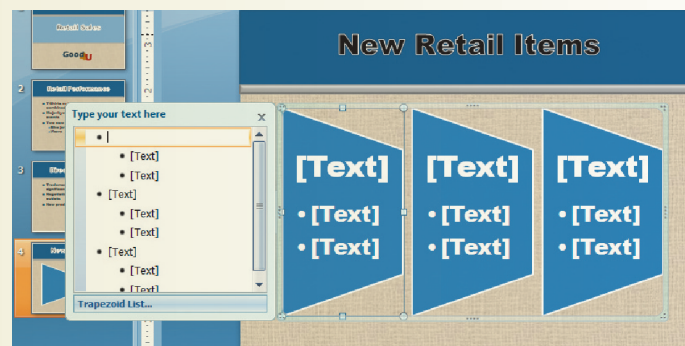
1. Open the file **Retail**. Insert a new slide after slide 3 that uses the **Title and Content** layout. Key the title **New Retail Items**. If the text moves to the top of the title placeholder, then from the Home tab, in the Slides group, click the Reset button .
2. Insert a Trapezoid List SmartArt graphic by following these steps:
 - a. Click the SmartArt button  in the content placeholder.
 - b. From the **List** category, choose the **Trapezoid List** and click **OK**. A SmartArt graphic will appear with three trapezoid shapes with title and list placeholders.
 - c. From the SmartArt Tools Design tab, in the Create Graphic group, click the Text pane button  to open the Text pane on the left as shown in Figure 7-26.

Figure 7-26
Trapezoid List
diagram



3. The first-level bullet will be the heading in each shape, and the second-level bullet will be the items listed in each shape. Two bulleted items first appear, but as you add a third and fourth item, the text will adjust its size to fit in the shape.
4. Working in the Text pane or directly on each shape, key the text to complete all three shapes as shown in Figure 7-27.


Figure 7-27
Completed
Trapezoid List
diagram



5. Close the Text pane.
6. Create a slide footer for slide 4 only including today's date and the text your name, [7-20your initials].
7. Save the presentation as [7-20your initials] in your Lesson 7 folder. Print only slide 4 in full size. Close the presentation.

Exercise 7-21



Create a simple organization chart, change theme colors, and format shapes.

1. Open the file **Kitchen1**. Insert a new slide after slide 3 that uses the **Title and Content** layout. Key the title **Operations**.
2. Start an organization chart by following these steps:
 - a. From the content placeholder, click the SmartArt button .
 - b. In the Hierarchy category, click the **Organization Chart** thumbnail then click **OK**.
 - c. In the top shape, key:

Michele Jenkins
Head Chef & Operations Mgr

- d. Press **[Esc]** to deactivate the shape. Click the assistant shape and press **[Delete]**.
 - e. In the first shape on the second level, key:

Eric Dennis
Asst Chef & Kitchen Mgr
 - f. Press **[Esc]**, press **[Tab]** to move to the next shape, and then key:

Claudia Pell
Maitre d' & Service Mgr
 - g. Press **[Esc]**, press **[Tab]** to move to the right shape, then press **[Delete]**.
3. Insert subordinate shapes by following these steps:
 - a. Select Eric Dennis's shape.
 - b. From the SmartArt Tools Design tab, in the Create Graphic group, click the Add Shape button  then choose **Add Shape Below**.
 - c. Now the second shape is selected. To add a second shape at the same level, click the Add Shape button  then choose **Add Shape After**.
 - d. Key the following information in the two shapes:

First shape	Second shape
G. Robinson	S. Stefano
Sr. Cook	Sr. Cook, Weekends
 - e. Select Claudia Pell's shape. Using the previous steps b and c, insert two shapes below Claudia Pell and key the following information:




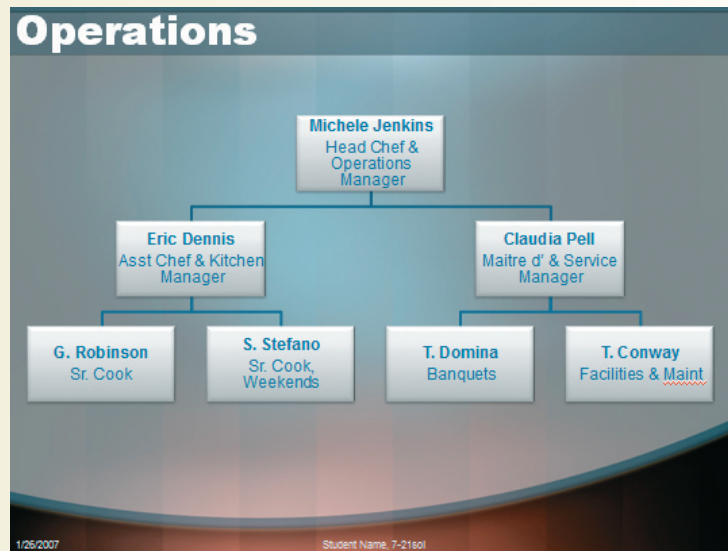
First shape	Second shape
T. Domina	T. Conway
Banquets	Facilities & Maint
 4. Change the layout:
 - a. Click the shape for Eric Dennis. From the SmartArt Tools Design tab, in the Create Graphic group, click the Layout button  and choose **Standard** to make the shapes below Eric Dennis appear beside each other.
 - b. Repeat this process for the Claudia Pell shape.
 5. On all shapes, make the employee names (but not their titles) bold.
 6. From the SmartArt Tools Design tab, in the SmartArt Styles group,
 - a. click the Change Colors button  and select Primary Theme Colors of **Dark 2 Outline**.
 - b. click the More button  and choose the **Intense Effect** style.
 7. Move the SmartArt graphic up and slightly to the left so it is balanced better on the slide, as shown in Figure 7-28.
 8. Create a slide footer for only slide 4 containing today's date and the text your name, **[7-21your initials]**.


Figure 7-28
Completed slide





9. Move to slide 1 and save the presentation as **[7-21your initials]** in your Lesson 7 folder.
10. Print slide 4 in full size. Close the presentation.

Exercise 7-22

Create cycle and process diagrams.

1. Open the file **Health**.
2. Insert a new slide after slide 1 that uses the **Title and Content** layout. Key the title **Heart Smart Living**.
3. Create a cycle diagram by following these steps:
 - a. Click the SmartArt button  in the content placeholder.
 - b. In the **Cycle** category, click the **Block Cycle** thumbnail. Click **OK**.
 - c. With one of the shapes selected, press **[Delete]** so you have four shapes in the diagram.
4. Insert text on the diagram by following these steps:
 - a. In the top shape, key the text **Get enough [Enter] sleep**.
 - b. Press **[Esc]**. Click the shape at the 3 o'clock position and key **Eat right when [Enter] you're out**.
 - c. Move to the text shape at the 6 o'clock position and key **Eat right [Enter] at home**.
 - d. In the text shape at the 9 o'clock position, key **Exercise [Enter] regularly**.
5. Format the four text shapes. Press **[Ctrl]** while you click each of the four shapes to select them. Make the following changes:
 - a. Make the text bold.
 - b. Increase the font size to 20 points then stretch the shapes horizontally so the text in each shape fits on two text lines.

- c. Right-click one of the shapes and from the shortcut menu choose **Change Shape**, then select an oval. Resize the oval shapes if necessary.
6. Insert a new slide after slide 4 that uses the **Title and Content** layout. Key the title **Do What's Good 4 U**.
7. Create a process diagram by following these steps:
 - a. Click the SmartArt button  in the content placeholder.
 - b. In the **Process** category, click the **Continuous Block Process** thumbnail. Click **OK**.
 - c. With one of the shapes selected, from the SmartArt Tools Design tab, in the Create Graphic group, click the Add Shape button  and then choose **Add Shape After** so you have four shapes in the diagram.
8. In the first shape on the left, key **Join Our Team!!** Notice that in the small shapes of this diagram the text automatically word-wraps with one word on each line. Key the other text as follows:
 - a. Second—**Eat With Us**
 - b. Third—**Play With Us**
 - c. Fourth—**Walk With Us**
9. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[7-22your initials]** as the footer.
10. Move to slide 1 and save the presentation as **[7-22your initials]** in your Lesson 7 folder.
11. Preview, and then print the entire presentation as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 7-23

Add, promote, demote, and rearrange shapes in an existing organizational chart.

1. Open the file **Kitchen2**. Move to slide 3 and click the organization chart to make it active.
2. Add three subordinate shapes to the G. Robinson level 2 shape, and key the information shown in Figure 7-29.

Figure 7-29
Content for
organization chart

First shape	Second shape	Third shape
Pastry	Cooks	Banquets
G. Gordon	L. Tilson	T. Domina
J. Lemmer	S. Mason	J. Fulman



3. Adjust the format by following these steps:
 - a. Select the level 3 Banquets shape and then from the SmartArt Tools Design tab, in the Create Graphic group, click the Promote button  to move it up to level 2.
 - b. Select the level 2 Facilities shape then from the SmartArt Tools Design tab, in the Create Graphic group, click the Layout button  and choose **Left Hanging**.
 - c. Using the sizing handles on the organization chart border, make the chart larger, as shown in Figure 7-30.
 - d. Make the text on all shapes bold.
 - e. Apply the **Moderate Effect** SmartArt Style.
 - f. In all shapes, change the first text line to 14 points and the font color to **Gray-80%, Text 2, Darker 25%**.

Figure 7-30
Completed slide



4. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[7-23your initials]** as the footer.
5. Move to slide 1 and save the presentation as **[7-23your initials]** in your Lesson 7 folder.
6. Print the organization chart slide in full size. Preview, and then print the entire presentation as handouts, three slides per page, grayscale, framed. Close the presentation.

Lesson Applications

Exercise 7-24

Create a process diagram and a list diagram and apply SmartArt styles.



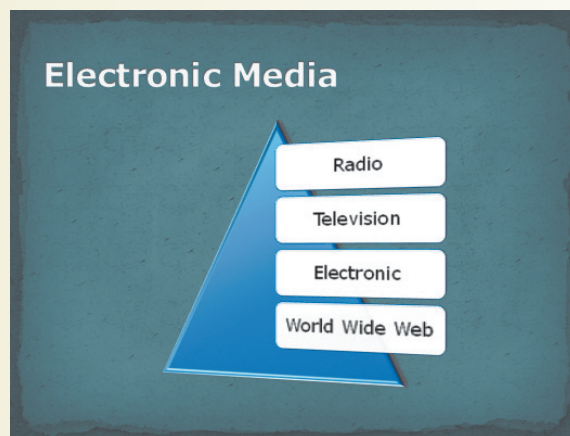
1. Open the file **Market1**.
2. On slide 3, select the two bulleted items. From the Home tab, in the Paragraph group, click the Convert to SmartArt Graphic button . Choose **More SmartArt Graphics**.
3. Choose the **Process** category and consider which diagrams would best show these two different media categories. Click the **Arrow Ribbon** thumbnail and then click **OK**.
4. The two words are now positioned on a shape with arrows pointing in two directions.
5. Because this is such a simple shape and only two words are used, the SmartArt graphic is very large. Resize it to make the diagram smaller so it does not overpower the slide.
6. For slides 4 and 5, consider the type of diagrams that would be well suited for these lists that contain one item on level 1 and four or more items on level 2. Plan to use the same diagram on both slides.
7. On slide 4, select the bulleted list and from the Home tab, in the Paragraph group, click the Convert to SmartArt Graphic button  and choose **More SmartArt Graphics**.
8. From the **List** category, choose the **Pyramid list** thumbnail and click **OK**. Now the text is positioned over a pyramid shape that can imply volume or levels of importance.
9. Repeat this process to convert the bulleted text on slide 5 to the same diagram. This time the height of the text shapes is smaller because six items are listed.
10. For slides 4 and 5, apply the SmartArt Style **Metallic Scene**, as shown in Figure 7-31.

Figure 7-31
Completed slide



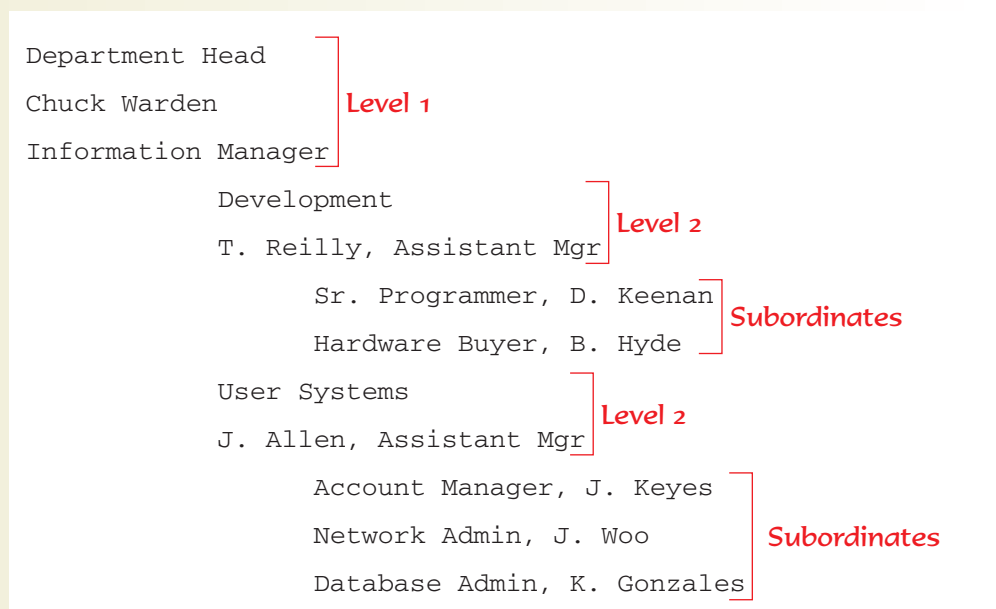
11. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[7-24your initials]** as the footer.
12. Move to slide 1 and save the presentation as **[7-24your initials]** in your Lesson 7 folder.
13. Print the presentation as handouts with six slides on a page, scale to fit paper, and framed. Close the presentation.

Exercise 7-25

Create an organization chart and adjust layout.

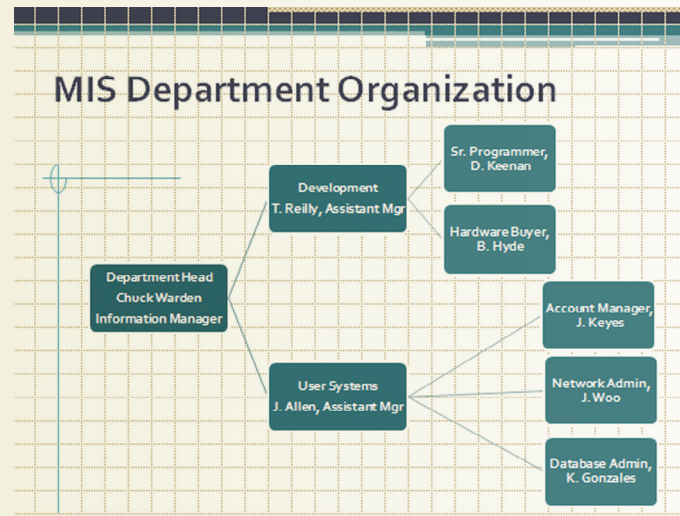
1. Open the file **MISdept**.
2. Insert a new slide after slide 2 that uses the **Title and Content** layout. Key the title **MIS Department Organization**.
3. Create an organization chart using a horizontal hierarchy with the information shown in Figure 7-32.

Figure 7-32
Organization chart
text



4. Change the font of all diagram text to 14 points and apply bold.
5. Adjust the shape sizing to avoid word-wrapping of the job titles, but keep the size uniform at each level.
6. Change the colors to **Gradient Loop – Accent 2**.
7. Adjust the position of other shapes to spread them out in the SmartArt area as shown in Figure 7-33.

Figure 7-33
Completed
organization chart



8. Create a slide footer for slide 3 containing today's date, and the text your name, **[7-25your initials]**.
9. Move to slide 1 and save the presentation as **[7-25your initials]** in your Lesson 7 folder.
10. Preview then print slide 3 in full size. Close the presentation.

Exercise 7-26

Create a radial diagram on a promotional flyer.

1. Open the file **NewYear**. Create a SmartArt graphic in the content placeholder for this single-page flyer.
2. From the **Cycle** category, choose the **Basic Radial** thumbnail.
3. Add five additional shapes (for a total of nine plus one in the center).
4. Increase the size of the SmartArt area to fill the available space.
5. Key the text **Great Food** in the center circle; then key the text in Figure 7-34 in the outer circles, starting with the 12 o'clock position moving in a clockwise direction.

Figure 7-34
Diagram text

Poached Salmon
Texan Tofu
Fresh Fruit
Pecan Pie
Peanut Soup
Veggies & Dip
Green Beans
Corn Relish
Spring Rolls

6. Make these design changes:
 - a. Change the colors to click **Colorful-Accent Colors**.
 - b. Apply the SmartArt Style of **Polished**.
 - c. Change the font size for all circles to 16 points. Apply bold.
7. Make these changes to the center shape:
 - a. Increase the size of the center shape and press **Shift** while you resize to keep the shape round.
 - b. Change the font size for this shape to 24 points.
 - c. Change the shape to a 16-point star, as shown in Figure 7-35.

Figure 7-35
Completed flyer



8. Save the presentation as **[7-26your initials]** in your Lesson 7 folder.
9. Preview, and then print the slide using color if possible. Close the presentation.

Exercise 7-27 ♦ **Challenge Yourself**

Convert bulleted lists to appropriate diagrams.

1. Open the file **Market3** and examine the slide content.
2. For slide 2, convert the bulleted text to an **Upward Arrow** SmartArt graphic from the **Process** category.

3. Increase the text size to 20 points and then resize the text boxes as necessary to avoid words being cut off in the middle. Change the colors to one of the colorful options and apply the **Moderate Effect** SmartArt Style.
4. For slides 4 and 5, convert both lists to the **Multidirectional Cycle** SmartArt graphic. Change the colors to one of the accent colors and apply a **Moderate Effect** SmartArt Style. Change the text color to black and font size to 28 points.
5. Reduce the vertical size of the SmartArt graphic on slides 4 and 5 so the diagrams are not quite so large and a little more space is allowed after the slide titles.
6. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[7-27your initials]** as the footer.
7. Move to slide 1 and save the presentation as **[7-27your initials]** in your Lesson 7 folder.
8. Preview and then print the entire presentation as handouts, six slides per page, scale to fit paper, and framed. Close the presentation.

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 7-28

Think of a familiar activity and create a process diagram indicating the steps in the process. For example, baking a cake, preparing for a camping trip, or paying a bill. Keep the process fairly simple—no more than 10 steps—and format it so that it is easy to understand and attractive to view. Add a title slide and one or two additional slides giving information about the process. Save the presentation as **[7-28your initials]**. Preview and then print the presentation as handouts.

Exercise 7-29

Create an organization chart of your family tree, starting with one set of great-grandparents and including all the descendants that come from that branch. If you don't want to create your own family tree, choose a famous person, a pedigreed pet, or an imaginary figure. Include a title slide for your presentation and one or two slides describing something of interest about

one or more of the people (or pets) on your chart. Use your own creativity to format the presentation and the chart attractively. Save the presentation as **[7-29your initials]**. Preview and then print the presentation as handouts.

Exercise 7-30

Create a diagram to describe a relationship between several functions or departments at your school, work, or other organization. For example, a drama club might have a director, stagehands, costume designer, actors and actresses, musicians, and a playwright. Choose any of the SmartArt diagram types except the organization chart. Add a title slide and one or two other slides describing some aspect of the relationship. Save the presentation as **[7-30your initials]**. Preview and then print the diagram as a full-size slide.