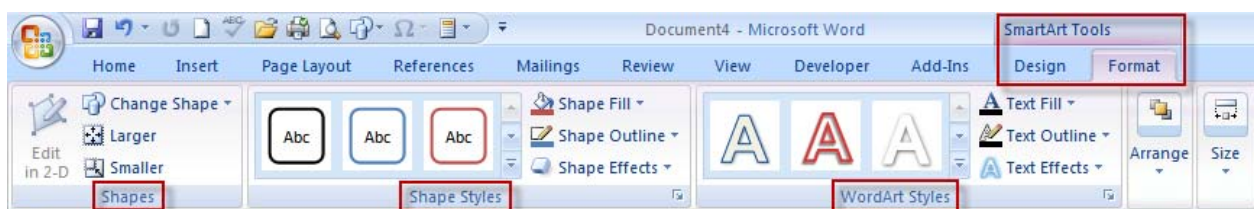
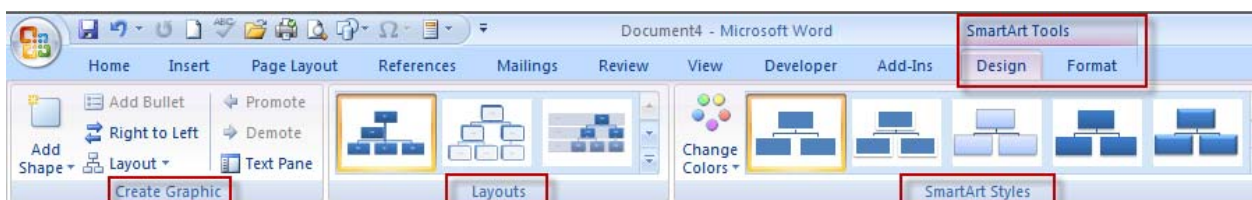
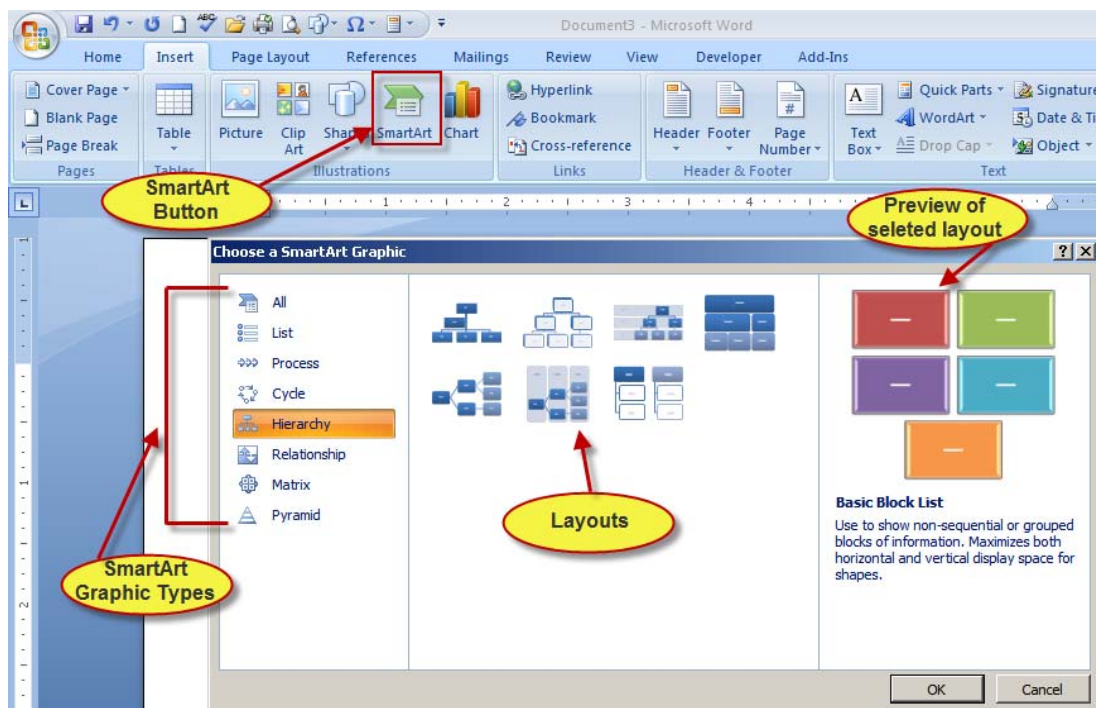


SMARTART

A **SmartArt** graphic is a conceptual diagram that helps you visualize information. Before selecting from the many graphic layouts available, think about what type and layout are best for displaying your data. To help you customize the **SmartArt** graphic the **SmartArt Tools** appear on the Ribbon with a **Design Tab** and a **Format Tab**. To create a **SmartArt** graphic:

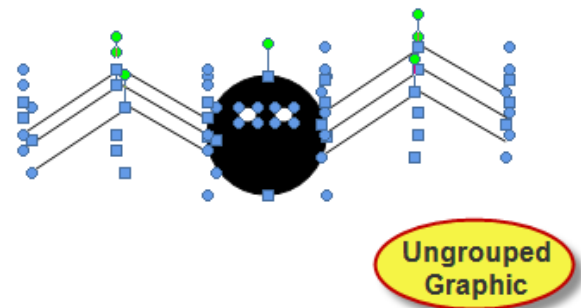
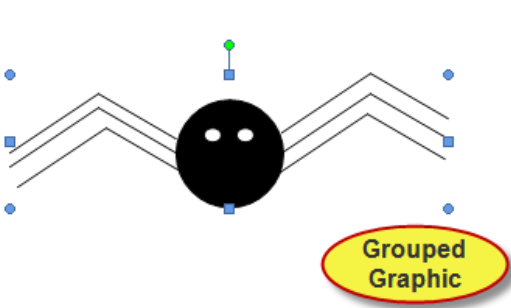
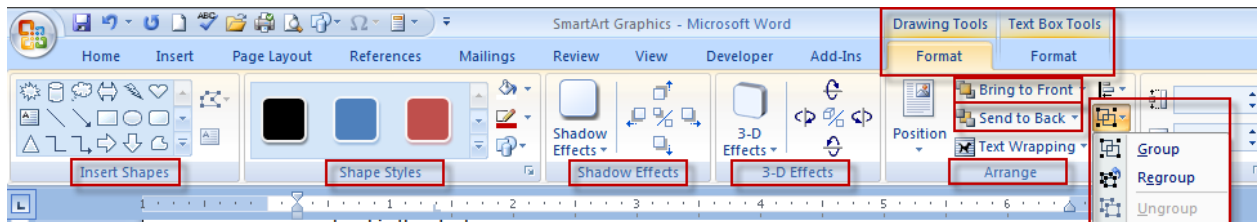
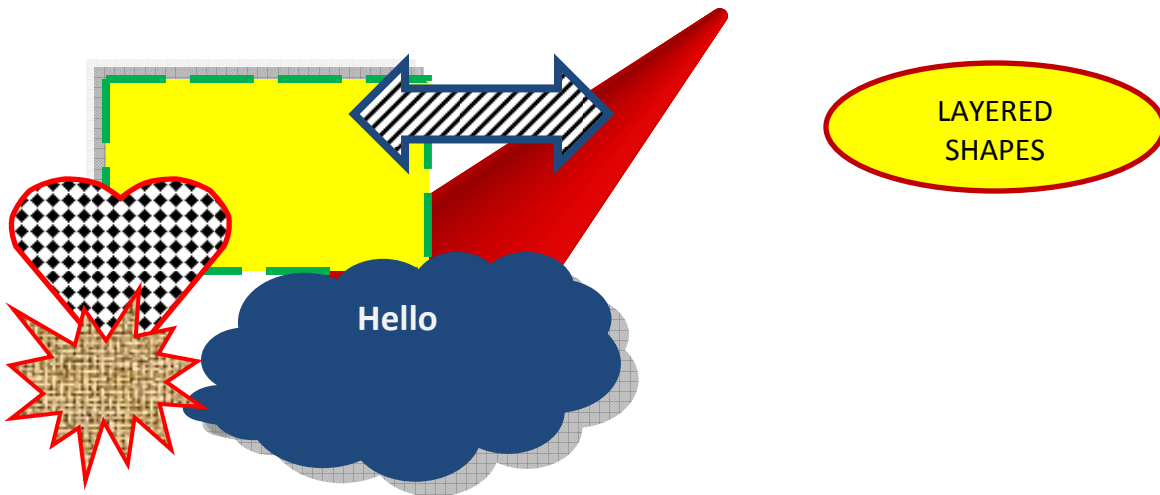
1. Insert tab → Illustrations Group → SmartArt Button.
2. Select a SmartArt graphic type.
3. Select a layout.
4. Enter text directly into the shape or click **Task Pane** in the **Create Graphic** group under the **SmartArt Tools Design Tab**.
5. Format the layout using the **SmartArt Tools** found on the **Design** and **Format** tabs.



LAYER AND GROUP GRAPHICS

When you **layer** or stack graphics on top of each other, you create shadowing and other effects. You can arrange the order of layered graphics by moving an item to the bottom or to the top of all the other items in the stack. You can also move an item back or forward one level in the stack.

When you **group** shapes, you create one object out of individual parts. Grouped shapes behave like a single object. Grouping is particularly useful when you want to move or copy a graphic as a single item. If you want to edit part of a grouped graphic you must first **ungroup** it.



HOW

TO LAYER GRAPHICS:

1. Position graphics
2. Apply a Square or Tight text-wrapping option.
3. Select the graphic you want to move to another level in the stack.
4. Click the **Format Tab**
5. In the **Arrange Group**, click the **Send to Back** list arrow
6. Or the **Bring to Front** list arrow
7. Select **Send to Back** to move the graphic behind all other objects in the stack.
8. **Send Backward** to move the graphic back one level.
9. **Bring to Front** to move the graphic on top of all other objects in the stack.
10. **Bring Forward** to move the graphic up one level.

HOW

TO GROUP GRAPHICS:

1. Hold down [Ctrl] as you select the individual parts of the shape.
2. Click on Home Tab → Editing → Select list arrow → Select Objects button
3. Drag the pointer around all the objects
4. Click on Format Tab → Arrange Group → Group Button

HOW

TO UNGROUP GRAPHICS:

1. Select the grouped object
2. Format Tab → Arrange Group → Ungroup
- 3.

HOW

TO CREATE WORDART:

1. Insert Tab → WordArt Button
2. Select a WordArt style in the WordArt Gallery
3. Enter the text to appear as WordArt, and click OK.