

SMARTART NOTES

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 create a **SmartArt** graphic:

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



To help you customize the **SmartArt** graphic the **SmartArt Tools** appear on the Ribbon with a **Design Tab** and a **Format Tab**.

