# PRODUCTIVITY

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## Working with SmartArt on a PowerPoint Presentation

Smart Art is a way to improve the aesthetic presentation of your information. Unlike charts, which plot numerical data, Smart Art is for graphically representing your textual data into organization charts, flow charts, Venn diagrams, pyramids, etc.

**Click here** to know how to insert a SmartArt in a Presentation slide.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

## Working with SmartArt Graphic on a PowerPoint Presentation

Below are the seven categories of Smart Art. Each category has numerous designs to choose from.
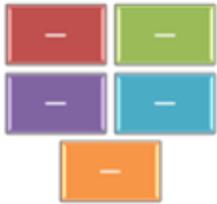
**List:** For basic lists of related items.
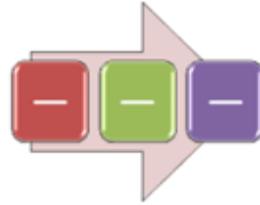
**Process:** Shows a progression or sequence of steps in a task, process, or workflow.

**Cycle:** Shows a continuous cycle of tasks, stages, events, etc.
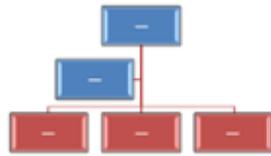
**Hierarchy:** Charts showing ranking relationships between data.



**Relationship:** A variety of more unusual relationship types (balance, sequence, interconnectedness, etc)
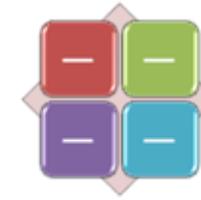


**Matrix:** Show how elements relate to a central idea.



**Pyramid:** Used to show proportional, interconnected, or hierarchical relationships.

1. Create a New Presentation

2. In the **Insert tab** under the **Illustrations group** click on **SMARTART**  to bring up the *Choose a SmartArt Graphic dialog*.
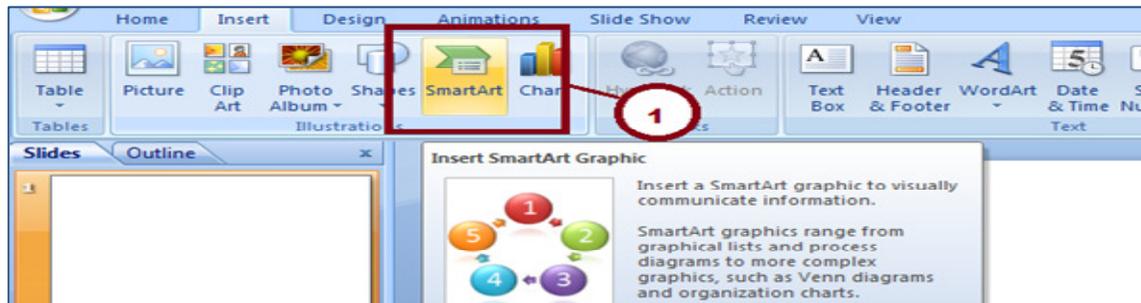


3. Choose the appropriate graphic from the gallery and click **OK**. The graphic appears on your slide.
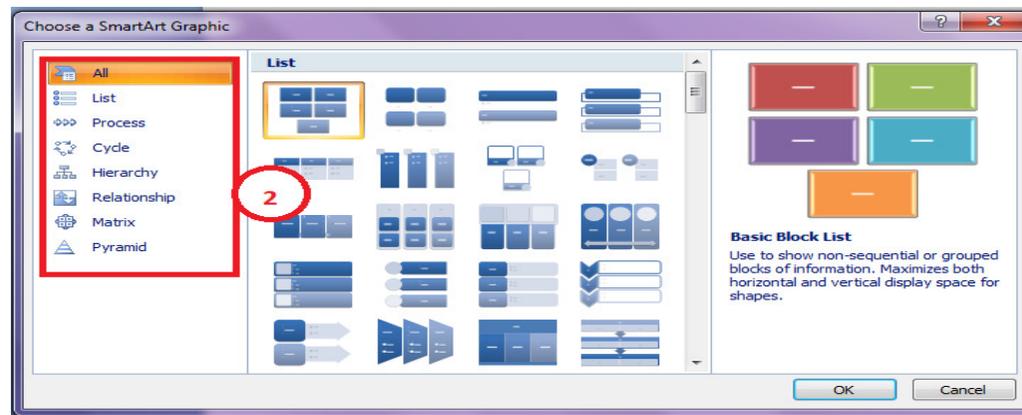


*NOTE: The box to the right of the gallery provides a description of the graphic currently selected.*

4. Choose a SmartArt Graphic that you want to use.

   Click Ok

ProductivI.T.y tip 144(PowerPoint) Working with Smart Art on a PowerPoint Presentation_06042013
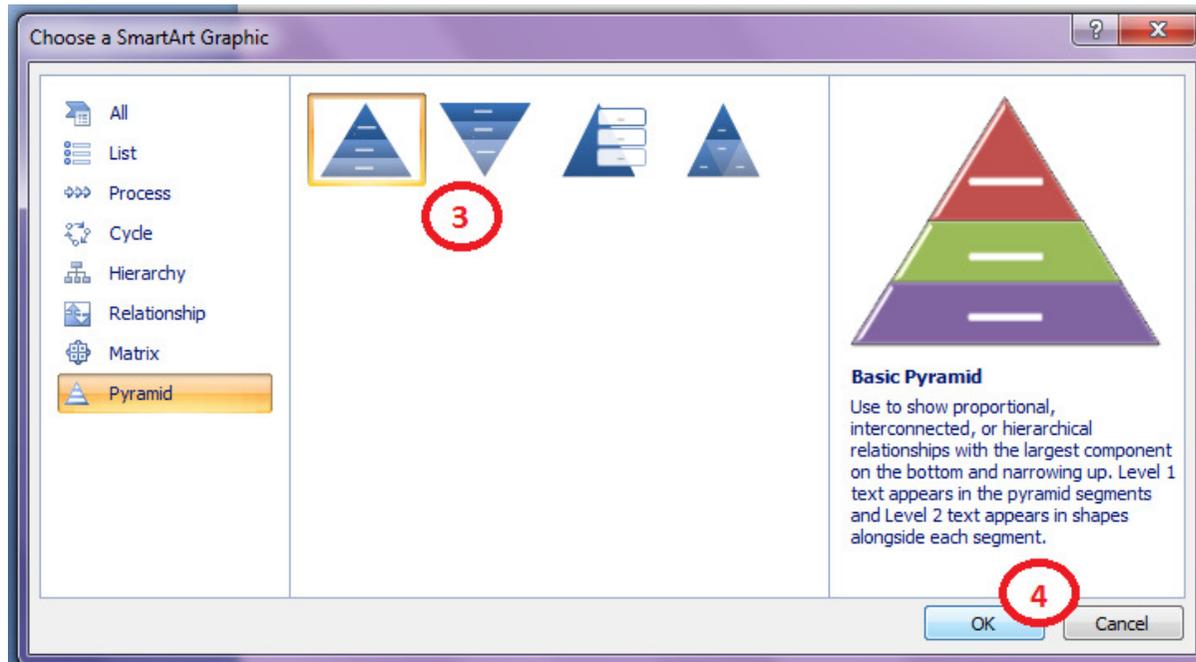
5. SmartArt Graphic will open click on the placeholder text so you can enter your own data. It will appear on the corresponding spot on your canvas, and will be resized automatically to fit.
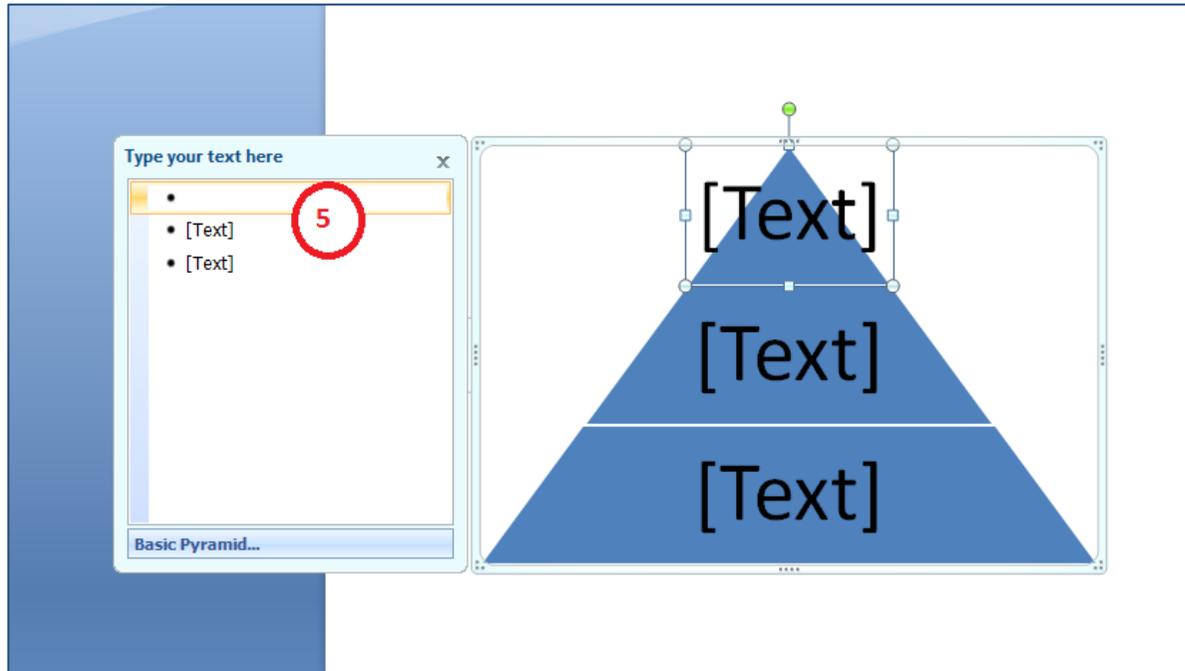
6. Once you enter the data that you want to present click the **X** in the upper right hand corner to close the pane once done with your input.

Below is the sample SmartArt Graphic for a PowerPoint Presentation
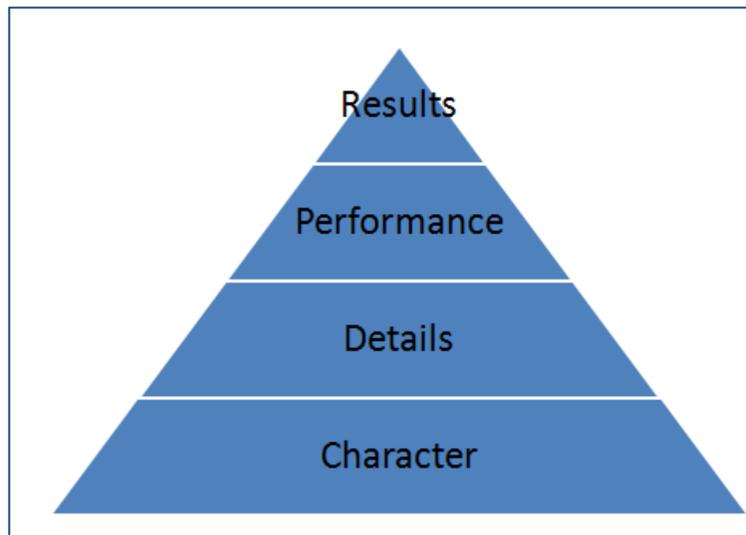


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