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## PBL Tool: Creating SmartArt Diagrams in PowerPoint

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## **SmartArt in PowerPoint**

SmartArt allows you to present information graphically in PowerPoint and Word. See the video below for a quick tutorial:

## **Create SmartArt from a Blank Slide:**

- 1. Select a slide you want to insert the SmartArt
- 2. Select the **Insert** tab
- 3. Select SmartArt
- 4. Navigate through the design options then select one to insert it on your slide
- 5. Begin adding your information
  - 1. Use the arrow on the left side of the SmartArt design to easily fill in information

## **Create SmartArt on a Slide with Information:**

- 1. Select all (ctrl + A)
- 2. Right click then select Convert to SmartArt
- 3. Or Click inside a textbox then in the Home tab select Convert to SmartArt
- Tags
- <u>Diagrams</u>
- <u>Graphics</u>