Concepts Review

True/False Questions

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

T F 1. SmartArt contains a wide range of graphical layouts organized in eight 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. Graphical lists can show both level 1 and level 2 information as long as it is concisely written.

T F 5. If you add too many shapes to an organization chart, you can 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 within a layout.

T F 8. The Change Colors option provides color options from the 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 that they are stacked vertically in two columns?

7. Which types 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. 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. On the basis of 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, and apply SmartArt styles.

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**.

2. Insert a Trapezoid List SmartArt graphic by following these steps:
   a. Click the SmartArt button ▣.
   b. From the **List** type, double-click **Trapezoid List**. 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 7-27.

Figure 7-27
Trapezoid List
diagram
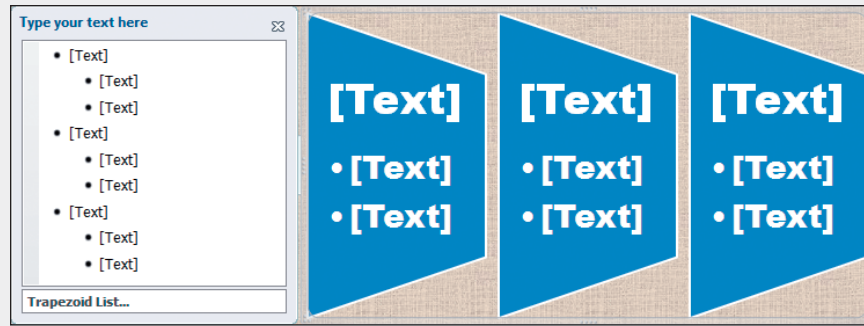
3. The first-level bullet will be the heading in each shape, and the second-level bullet will be the items listed in each shape. At first, two bulleted items appear, but if you add third and fourth items, the text will adjust its size to fit in the shape.

4. Working in the Text pane or directly on each shape, key the text to complete all three shapes as shown in Figure 7-28.

Figure 7-28
Completed
Trapezoid List
diagram

5. Close the Text pane.

6. Create a slide footer for only slide 4 that includes today's date, your name, and *[your initials]*7-20 as the footer.

7. Save the presentation as *[your initials]*7-20 in your Lesson 7 folder.

8. Close the presentation and submit your work.

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. From the Hierarchy type, double-click **Organization Chart**.

   c. In the top shape, key:

      Michele Jenkins
      Head Chef & Operations Mgr

   d. 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, and then press [Delete].

3. Insert subordinate shapes by following these steps:

   a. Select the Eric Dennis 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 🔳 and 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 the Claudia Pell 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 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. Change the font color for all text to **Blue, Background 1**.

7. From the SmartArt Tools Design tab, in the SmartArt Styles group:

   a. Click the Change Colors button ; in the Primary Theme Colors group, select **Dark 2 Outline**.

   b. Click the More button , and choose **Intense Effect**.

8. Move the SmartArt graphic up and slightly to the left so that it is balanced better on the slide, as shown in Figure 7-29.

Figure 7-29
Completed slide
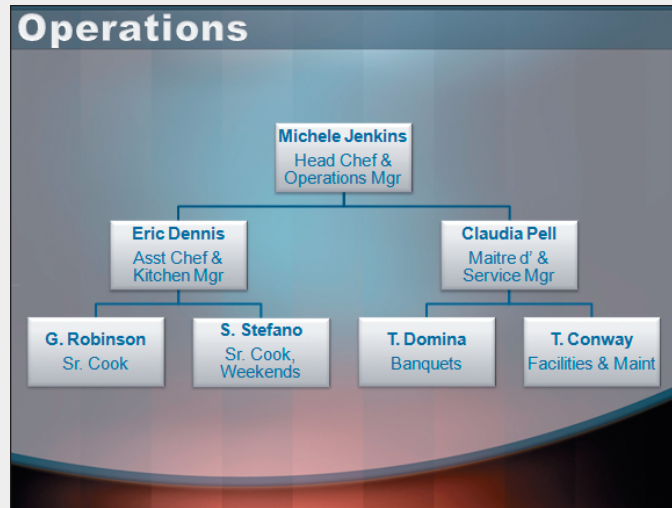
9. Create a slide footer for only slide 4 that contains today's date, your name, and *[your initials]*7-21 as the footer.

10. Move to slide 1, and save the presentation as *[your initials]*7-21 in your Lesson 7 folder.

11. Close the presentation and submit your work.

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** type, double-click **Block Cycle**.

   c. With one of the shapes selected, press [Delete] so that you have four shapes in the diagram.

4. Working with the shapes as if they were a round clock, insert the following text in the shapes of the diagram:

12 o'clock	3 o'clock	6 o'clock	9 o'clock
Get enough sleep	Eat right when you're out	Eat right at home	Exercise 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 that the text in each shape fits on two text lines.

 c. Right-click one of the shapes; from the shortcut menu choose **Change Shape**, and 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** type, double-click the **Continuous Block Process** thumbnail.

 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 that 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:

 Second—**Eat With Us**
 Third—**Play With Us**
 Fourth—**Walk With Us**

9. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]***7-22** as the footer.

10. Move to slide 1, and save the presentation as *[your initials]***7-22** in your Lesson 7 folder.

11. Close the presentation and submit your work.

Exercise 7-23

Add, promote, demote, and reorder 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 below:

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 color to **Gray-80%, Text 2, Darker 25%**.

Figure 7-30
Completed slide

4. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]*7-23 as the footer.

5. Move to slide 1, and save the presentation as *[your initials]*7-23 in your Lesson 7 folder.

6. Close the presentation and submit your work.

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 button 📄. Choose **More SmartArt Graphics**.

3. Choose the **Process** type, and consider which diagrams would best show these two different media categories. Double-click **Arrow Ribbon**.

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 that it does not overpower the slide.

6. Change the colors to Primary Theme Colors, **Dark 2 Fill**.

7. On slide 4, select the bulleted list; from the Home tab, in the Paragraph group, click the Convert to SmartArt button 📄, and choose **More SmartArt Graphics**.

8. From the **List** type, double-click the **Pyramid List**. Now the text is positioned over a pyramid shape that can imply volume or levels of importance.

9. Change the colors to Primary Theme Colors, **Dark 2 Outline**.

10. For slide 3, apply the SmartArt Style **Bird's Eye Scene**.

11. Repeat steps 8 and 9 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.

12. For slides 4 and 5, apply the SmartArt Style **Polished**, as shown in Figure 7-31.

Figure 7-31
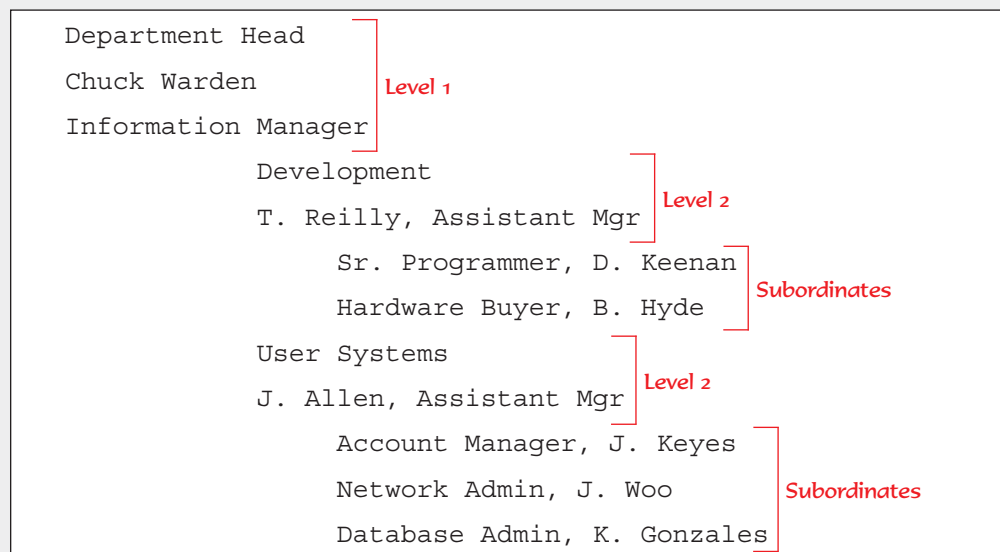Completed Pyramid
List diagram

13. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]***7-24** as the footer.

14. Move to slide 1, and save the presentation as *[your initials]***7-24** in your Lesson 7 folder.

15. Close the presentation and submit your work.

Exercise 7-25

**Create an organization chart, and adjust the 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

```
Department Head
Chuck Warden              Level 1
Information Manager
        Development
        T. Reilly, Assistant Mgr    Level 2
                Sr. Programmer, D. Keenan
                Hardware Buyer, B. Hyde     Subordinates
        User Systems
        J. Allen, Assistant Mgr    Level 2
                Account Manager, J. Keyes
                Network Admin, J. Woo       Subordinates
                Database Admin, K. Gonzales
```

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. When the names in the chart are shown below the job titles, no commas should follow the job titles.

6. Change the colors to **Gradient Loop – Accent 1**.

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
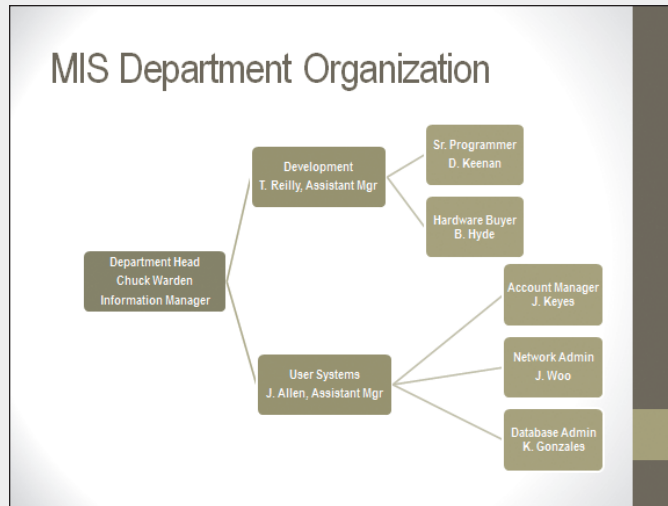
8. Create a slide footer for slide 3 that contains today's date, your name, and *[your initials]*7-25.

9. Move to slide 1, and save the presentation as *[your initials]*7-25 in your Lesson 7 folder.

10. Close the presentation and submit your work.

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** type, double-click **Basic Radial**.

3. Add five additional shapes (for a total of nine plus one in the center).

4. Key the text **Great Food** in the center circle; then key the text shown below in the outer circles, starting with the 12 o'clock position and moving in a clockwise direction.

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

5. Make these design changes:
   a. Change the colors to **Colorful Accent Colors**.
   b. Apply the SmartArt Style **Polished**.
   c. Apply bold to all text.

6. Make these changes to the center shape:
   a. Increase the size of the center shape, and press Shift while you resize to keep the current proportions.
   b. Change the shape to a 16-point star, and resize as needed so that the text fits on two lines, as shown in Figure 7-34.

Figure 7-34
Completed flyer

7. Save the presentation as *[your initials]*7-26 in your Lesson 7 folder.

8. Close the presentation and submit your work.

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 listed text to an **Upward Arrow** SmartArt graphic from the **Process** type.

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 **Cartoon Effect** SmartArt Style. Change the text color to black.

5. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]*7-27 as the footer.

6. Move to slide 1, and save the presentation as *[your initials]*7-27 in your Lesson 7 folder.

7. Close the presentation and submit your work.

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 the steps in the job search process, and arrange the steps in a process diagram. Include no more than 10 steps, and use concise terms to label each diagram shape so that the text is easy to read. Add SmartArt styles and color changes to improve the design and make it attractive. Add a title slide and one or two additional slides giving information about the process. Save the presentation as *[your initials]***7-28**. Close the presentation and submit your work.

Exercise 7-29

Create an organization chart of your place of employment; if you work in a large company, focus on your department. Include a title slide for your presentation and one or two slides describing something of interest or special accomplishments of one or more people on your chart. Use your own creativity to format the presentation and the chart attractively. Save the presentation as *[your initials]***7-29**. Close the presentation and submit your work.

Exercise 7-30

Create a diagram to depict a relationship among several functions or departments at your school or workplace or in some other organization you are familiar with. For example, a drama club might have a director, stagehands, costume designer, actors, 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 *[your initials]***7-30**. Close the presentation and submit your work.