

“SmartArt” is a gallery of premade shapes with text labels that allows you to illustrate a flow, process, or relationship that you can add levels and text to. Although you could draw many SmartArt items yourself, SmartArt saves you time by providing the premade shapes for you and is designed to allow you to add or delete levels and add text.

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COMMON SMARTART FEATURES

For most SmartArt diagrams, adding text and formatting is performed in the same manner; therefore, the steps in these first few pages can be applied to most SmartArt objects.

Adding Text to SmartArt – Common SmartArt Features

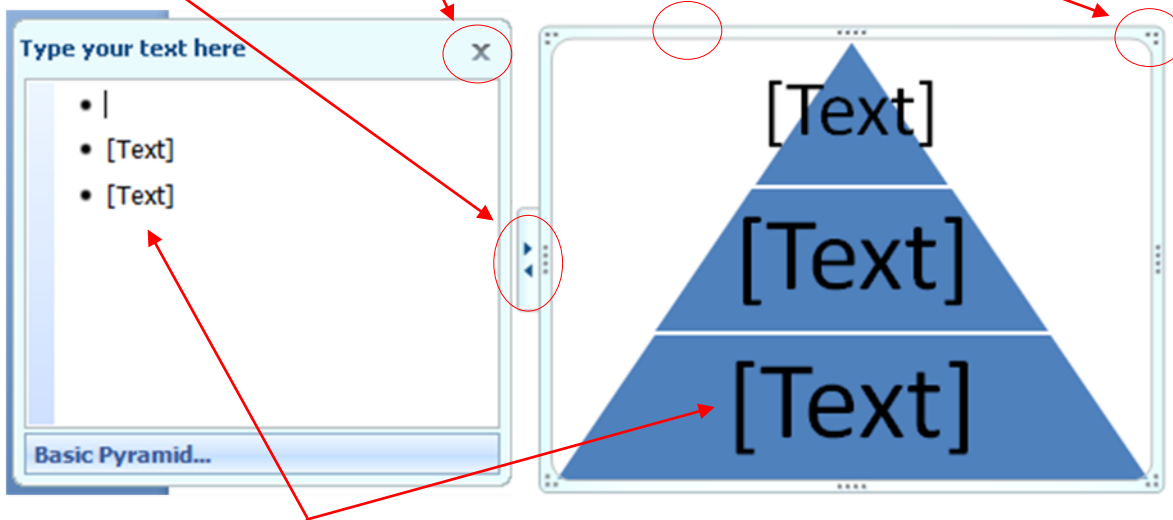
SmartArt objects have preset areas that are intended for text. See the example below for information on how to use the text placeholders on all SmartArt objects.

Display Text Pane –
Click the right or left triangle.

Hide Text Pane – Click the X.

Move the SmartArt –
Click & drag the frame.

Stretch / Squash the SmartArt –
Click & drag a corner handle.

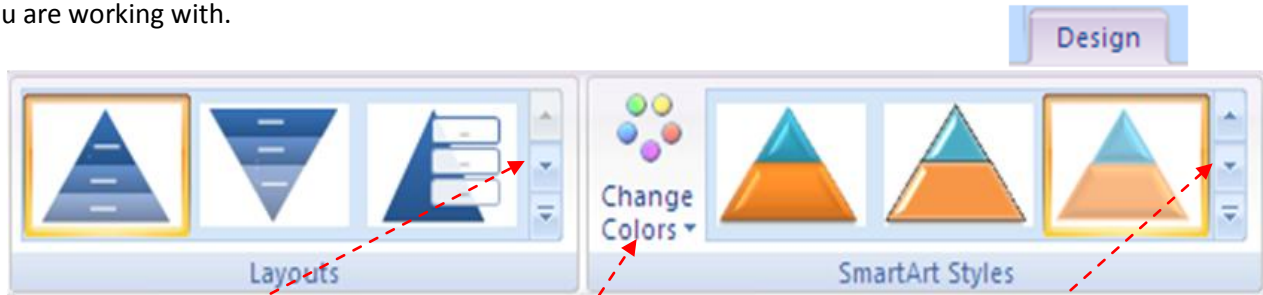


Typing Text – Text can be typed either directly on the SmartArt in the text boxes or in the *Text Pane* box to the left. Generally, using the *Text Pane* is easier.

Overall Formatting (Layouts / Colors / Effects)- Common SmartArt Features

Use these options to affect all levels of your SmartArt at once.

1. Double click your SmartArt to jump to the “Design” tab.
(Note that both “Design” and “Format” also contain SmartArt effects.)
2. Select one of the options shown below. Note that the images will change depending upon which SmartArt object you are working with.



Change Layout

Use this to change the layout of your SmartArt.

Change Colors

Use this to change the colors of your SmartArt areas.

SmartArt Styles (Effects)

Use this to apply bevels, shadows, gradients, etc. to your SmartArt.

Font Formatting – Common SmartArt Features

Use these options to make font changes.

1. Click the “Home” tab.
2. Select the text to be affected:

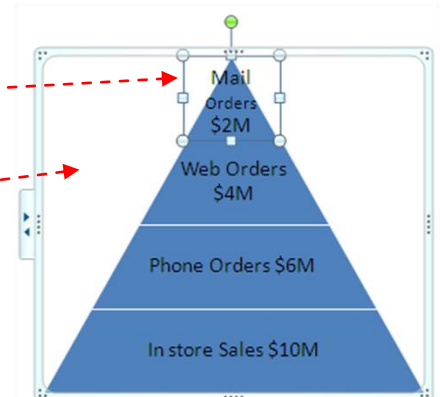
To Change Font on a Single Area –

Select the text box for that level.

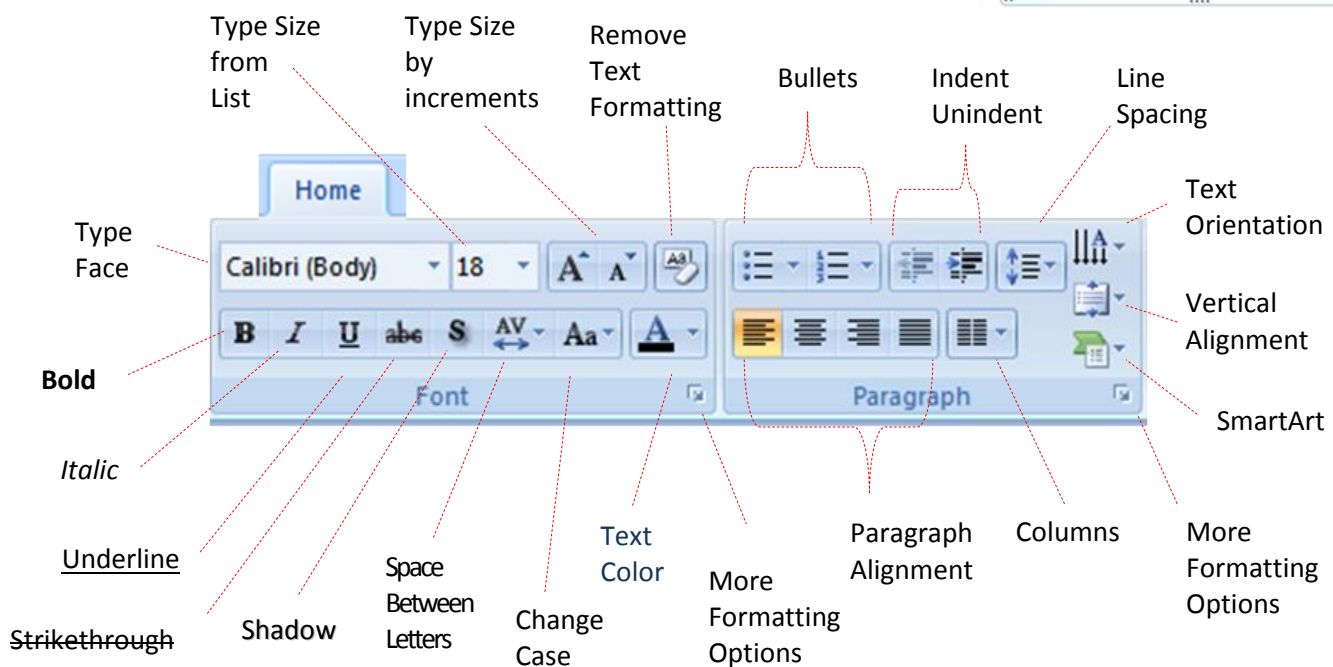
The line will be solid when properly selected.

To Change Font for All Areas –

Click the white area to the left or right of the object.



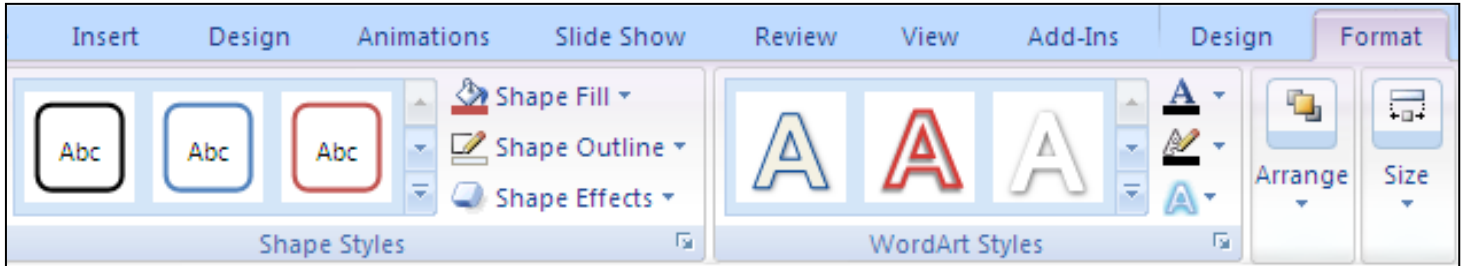
3. Make the desired font changes.



Individual Area Formatting (Outline / Fill Color) – Common SmartArt Features

Use these options to change the formatting on areas individually or select the entire object to change all areas/levels at once.

1. Select the level you wish to affect or the entire SmartArt shape to affect all levels.
2. Click the “**Format**” tab.
3. Select the desired formatting option.



Manipulating the Shape

Most of the SmartArt shapes can be manipulated using the *Text Pane* (shown on page 2). For example, pressing Enter on the Text Pane adds a bullet and pressing Tab or Shift Tab will indent (demote) or unindent (promote) them and in some cases, change the layout; however, the “Create Graphic” section has these features as too as well as a few others.

1. Click your “Smart Art” object to make the “Design” tab appear the click the “**Design**” tab.

Add Bullet
Adds another bullet to your Text Pane. Same as pressing Enter as on the Text Pane.

Right to Left
This typically flips the SmartArt graphic and/or the SmartArt text.

Promote
This unindents a bullet. It is the same as pressing **Shift Tab** on the *Text Pane*.

Demote
This indents a bullet. It is the same as pressing **Tab** on the *Text Pane*.

Add Shape
This will typically inset another level or object to your SmartArt. Pressing Enter in the *Text Pane* usually has the same effect.

Layout
Available in Hierarchy charts to change how the boxes are laid out.

Text Pane
Hides / Displays the *Text Pane*.

PYRAMID CHARTS

A Pyramid is a useful way to show how items get progressively larger (or smaller).

1. Click the **“Insert”** tab and then click **“SmartArt”**.
2. Select the **“Pyramid”** category.
3. Select the leftmost pyramid (*Basic pyramid*).
4. Click **“OK”**.



Adding Pyramid Levels / Text

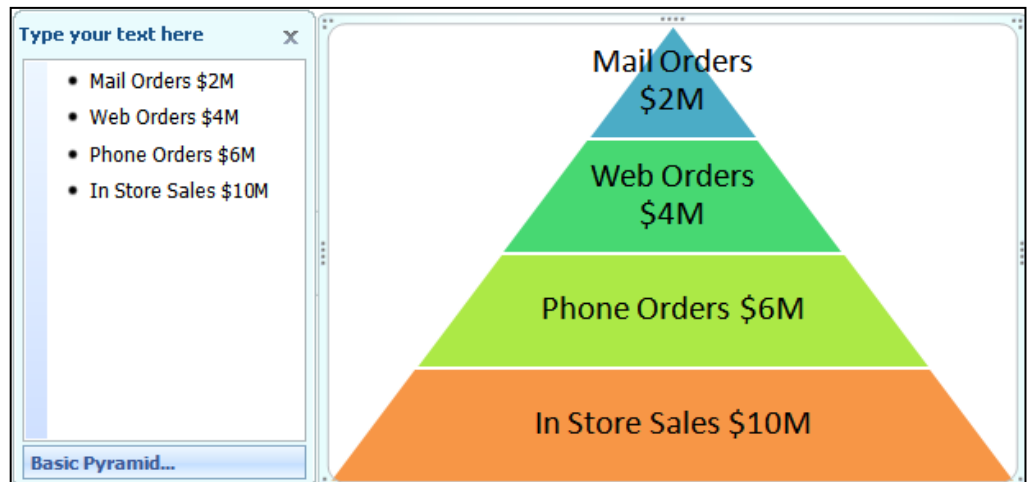
As you type text next to the bullets on the *Text Pane*, it will display on the pyramid from the top down.

Adding a New Level

Press Enter on the *Text Pane* to create a new bullet (and hence, level).

Remove a Level

Press Backspace on your keyboard to remove a bullet. It's level on the pyramid will also be removed.



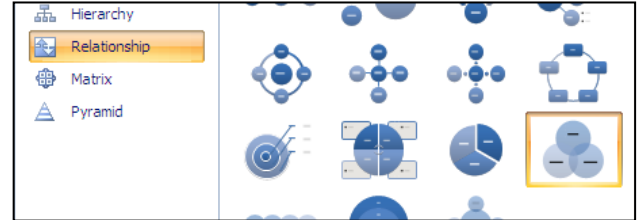
Formatting

See the *“Common SmartArt Features”* section at the beginning of this handout.

VENN DIAGRAMS

A Venn diagram is useful when you wish to show where different group characteristics overlap. For example, the bubbles to the right show three different incomes that retired people might have. Some have *Social Security* only, some have *Savings* only, and some have *Pension* only. The sections where the bubbles overlap indicate people who have more than one type of retirement income. Note that there is no underlying data which controls the size and positioning of the bubbles. You will need to manually move and size them.

1. Click the “**Insert**” tab and then click “**SmartArt**”.
2. Click the “**Relationship**” category.
3. Click one of the “**Venn**” diagrams.
4. Click “**OK**”.



Adding Text / Circles

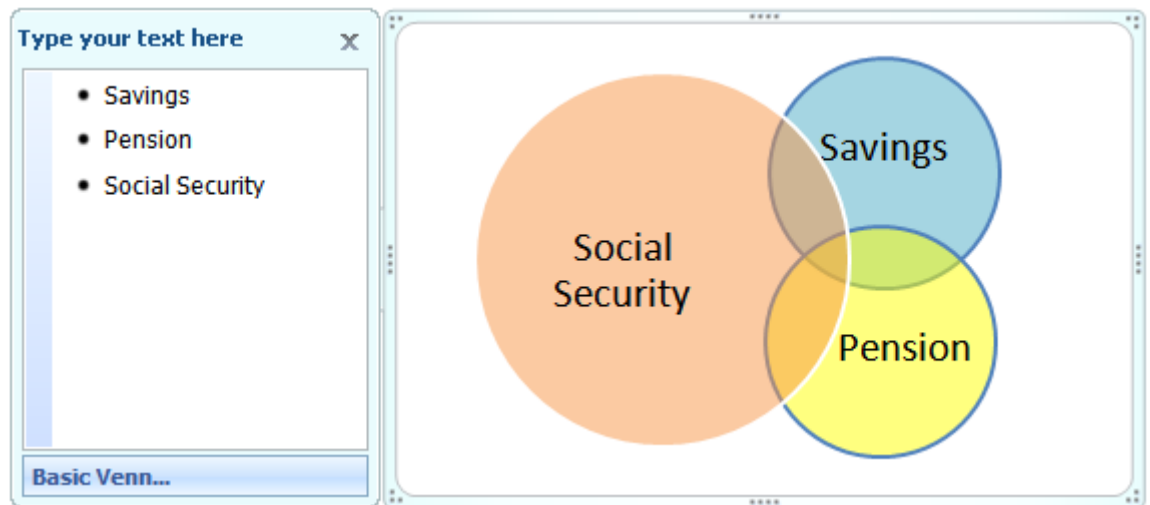
To add a circle, simply press enter in the *Text Pane* to create a new bullet.

Adding Text

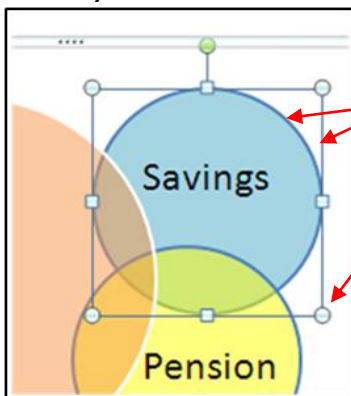
Type to the right of a bullet on the *Text Pane*.

Remove a circle

Press backspace to remove the circle text and its bullet on the *Text Pane*.



Move / Size a Circle



Move a Circle

Click and drag the circle by its diameter or the box around it.
Tip: Hold down ALT for a smoother move (or resize).

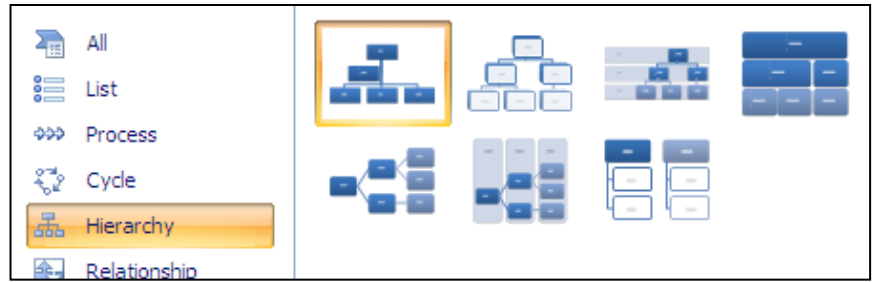
Resize a Circle

Click and drag the circle by one of its corner handles.
Tip: Hold down SHIFT to keep it a perfect circle.

ORGANIZATIONAL CHARTS

Organizational Charts are typically used a companies to show the reporting structure. Note that this type of organizational chart only has one person at the top. It does allow you to add assistants.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Hierarchy”** category.
4. Click the **“Organizational”** chart.
5. Click **“OK”**.



Inputting Data & Indicating Reporting Structure

This can be a little tricky but makes sense once you work with it a bit. Reporting structure is both a function of vertical positioning and horizontal indentation.

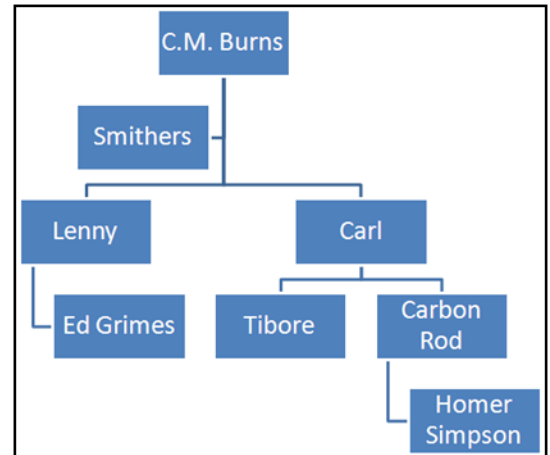
1. Display the *Text Outline* box.



2. **Vertical Positioning** –

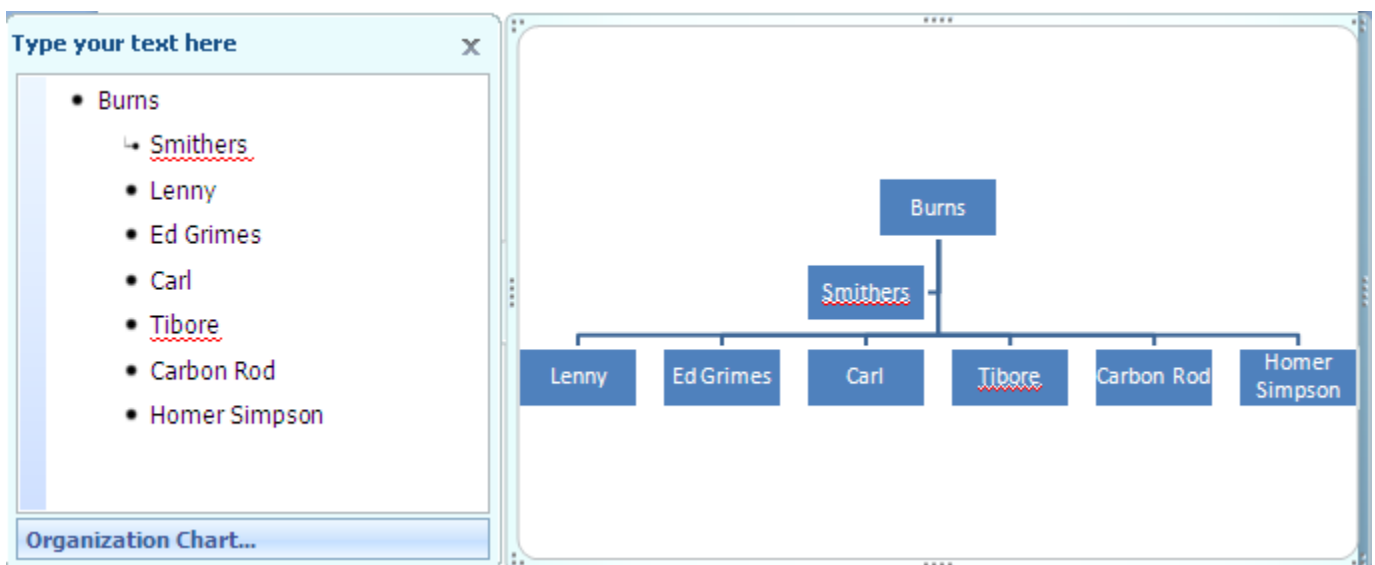
Type all of your employees on the list obeying the following rules:

- A subordinate must be typed beneath directly their immediate superior on the list.
- Press **Enter** to insert a new bullet.
- Don't worry the top/bottom position of employees of the same rank for now.
- Don't worry about indentation for now.



Springfield Nuclear Company Structure

We are after the structure shown in the upper right. The first step is to type all of the employees in as shown below. Note that the structure is not representative yet.



3. Horizontal Indentation –

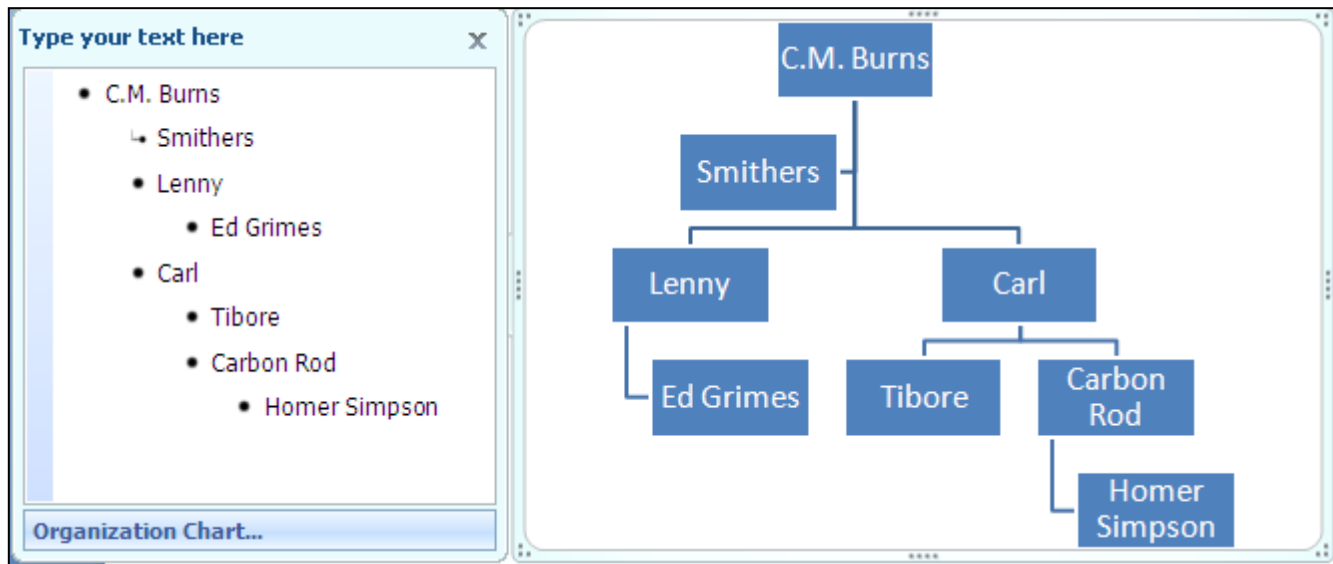
Indent employees obeying the following rules:

- A subordinate must be indented more than their immediate supervisor.
- Employees of the same rank should be indented the same amount.

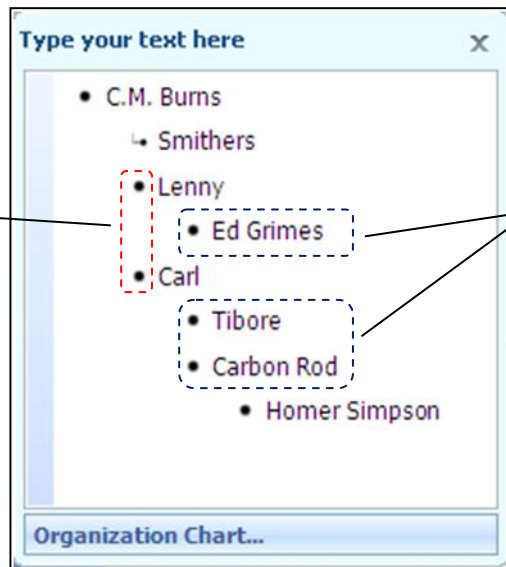
Indent - Press **TAB** on your keyboard or click “**Demote**” located under the “**Design**” tab.



Unindent – Press **Shift + Tab** on your keyboard or click “**Promote**” located under the “**Design**” tab.



These two people are the same rank because they are indented the same.. They are on the same branch because they are both indented under the same supervisor (C.M. Burns)

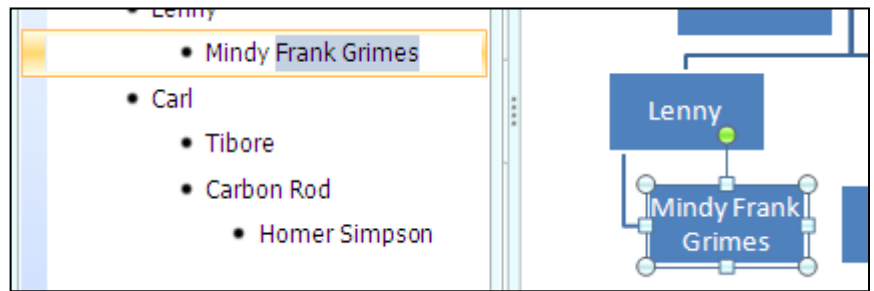


These people are at the same rank because they have the same amount of indentation but are on another branch because they have different supervisors less indented above them (Lenny & Carl).

Editing an Existing Hierarchy

Person in Position Changes

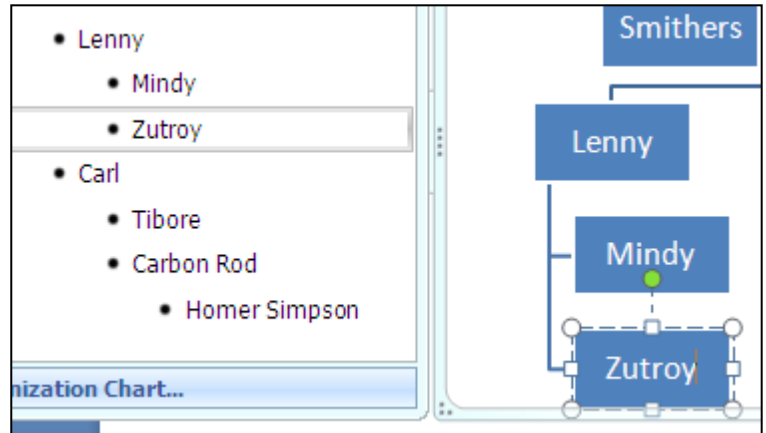
Should someone leave and you have hired a new person for their position, simply edit their text on the outline list. For example, after Frank Grimes' unfortunate demise, Mindy was hired.



New Position Created

When a new box needs to be added to your chart, do the following.

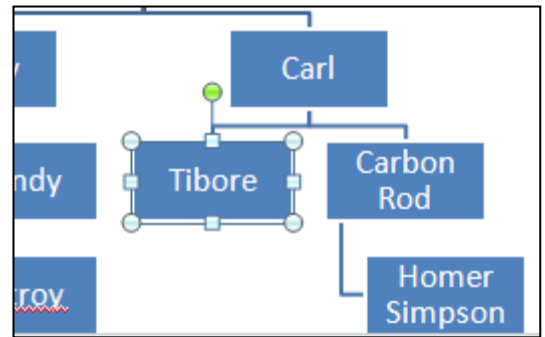
1. On the text outline list, click someone who will be one of their coworkers (i.e. have the same immediate supervisor). (Mindy for example).
2. Press Enter. (A new bullet and box is created).
3. Type the new person's info.



Eliminating a Position

The cleanest method to eliminate a position is to click their box on the actual chart and then press **Delete** on your keyboard. Note that if they have any subordinates, the subordinates will now report to the eliminated position's supervisor. For example, if you delete "Carbon Rod", Homer will now report directly to Carl.

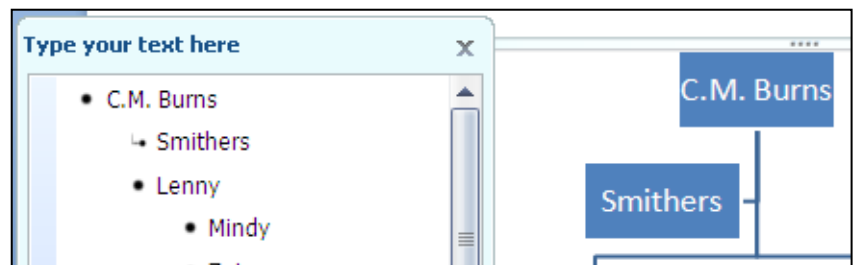
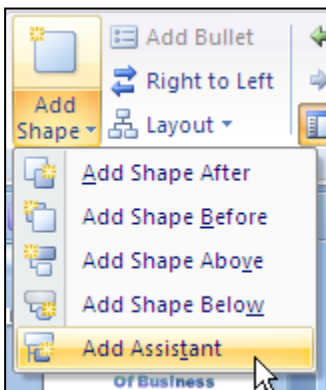
1. Click the actual box on the chart.
2. Press "**Delete**" on your keyboard.



Adding an Assistant

Assistant boxes appear under their superior off to the side. They are indented to show who they work for but do not generally have any subordinates. (Note that only "Organizational" type hierarchy charts allow assistants.)

1. Click the box who will have an assistant.
2. Click the "**Design**" tab.

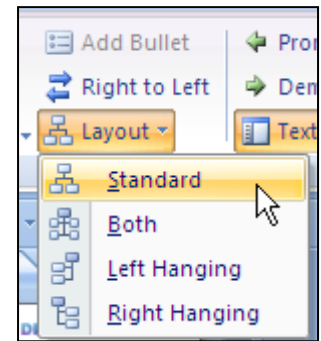
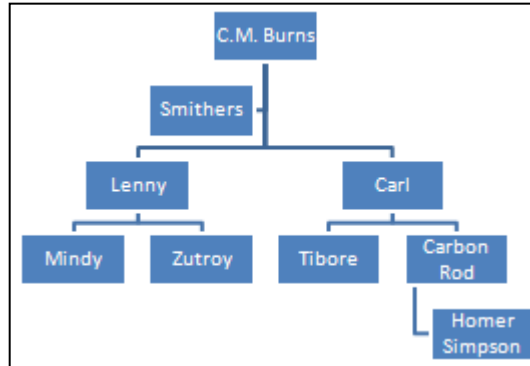
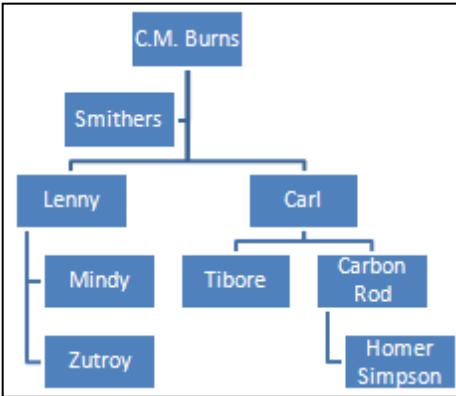


3. Click "**Add Shape**".
4. Click "**Add Assistant**".
5. Type their name either in the box directly or on the outline list.

Change Branch Layout

In the image to the right, Lenny's subordinates are listed vertically below him while Carl's subordinates are listed horizontally. To control how branches are layered, do the following:

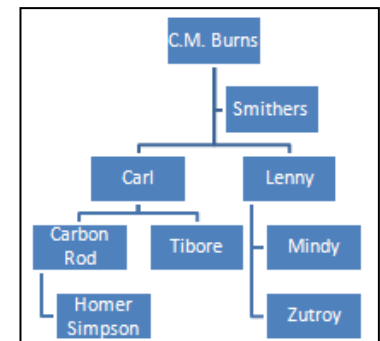
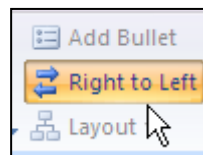
1. Select the branch's superior (*Lenny* for example).
2. Click the **"Design"** tab.
3. Click **"Layout"**.
4. Select a layout option.



Flip the Chart

This option flips the chart horizontally.

1. Double click the chart to display the **"Design"** tab.
2. Click the **"Right to Left"** button.



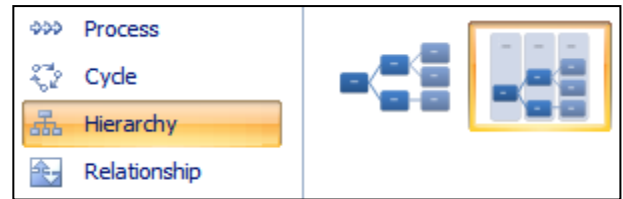
Formatting (Box, Line, Text Colors, Font, etc)

See the "Common SmartArt Features" section at the beginning of this handout.

ORGANIZATIONAL CHART WITH LEVELS LABELED

This chart is useful when you wish to create an organizational chart and label the different levels.

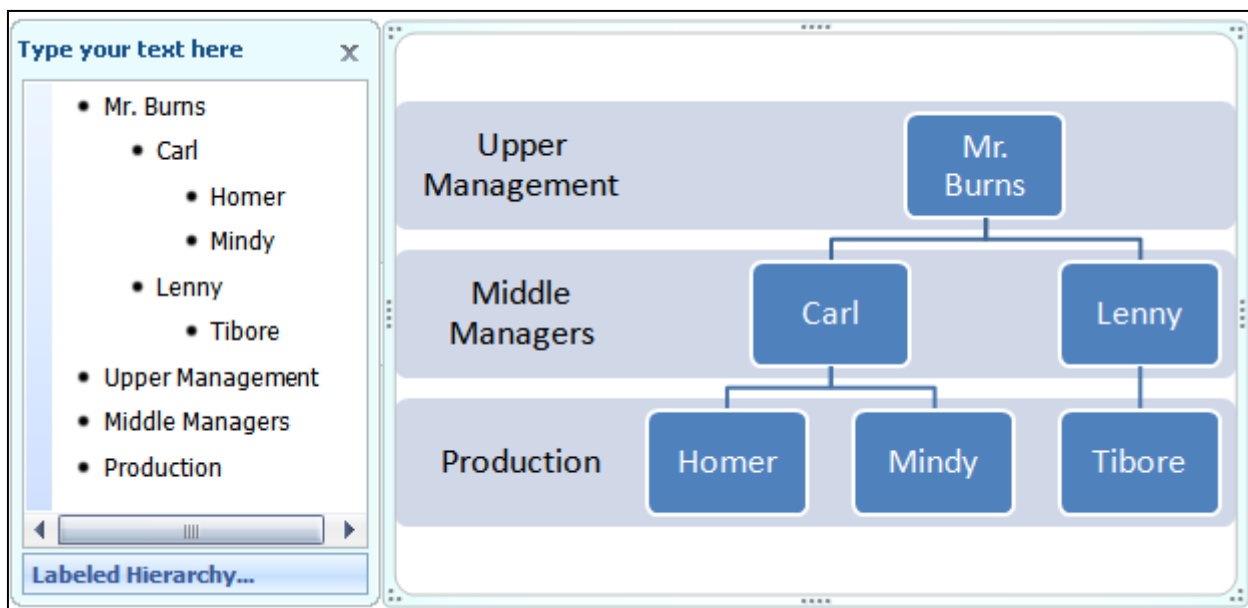
1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Hierarchy**” category.
4. Click “**Labeled Hierarchy**”.
5. Click “**OK**”.



Placing the Labels and Boxes

This one is a little trickier than most of the other charts. The trick is to have the same number of indentation levels as you have non indented bullets at the bottom of the Text Pane. The characteristics are as follows:

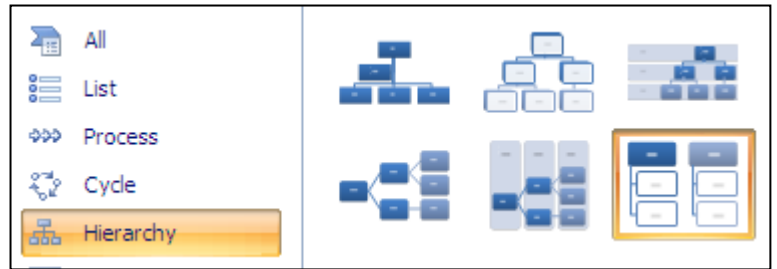
- The person at the top of the text pane will appear in the top box (Mr. Burns).
- The first set of indented people will appear at the second level (Carl & Lenny).
- The second set of indented people will appear at the third level (Homer, Mindy, & Tibore).
- The bottom unindented bullets at the bottom of the Text Pane are for labeling your levels. You must have the same number of bullets at the bottom of your Text Pane as you do indentation levels.
- To add a box or new level, press enter on the Text Pane.
- To indent, press **TAB**
- To unindent, press **SHIFT + TAB**



HIERARCHY LIST

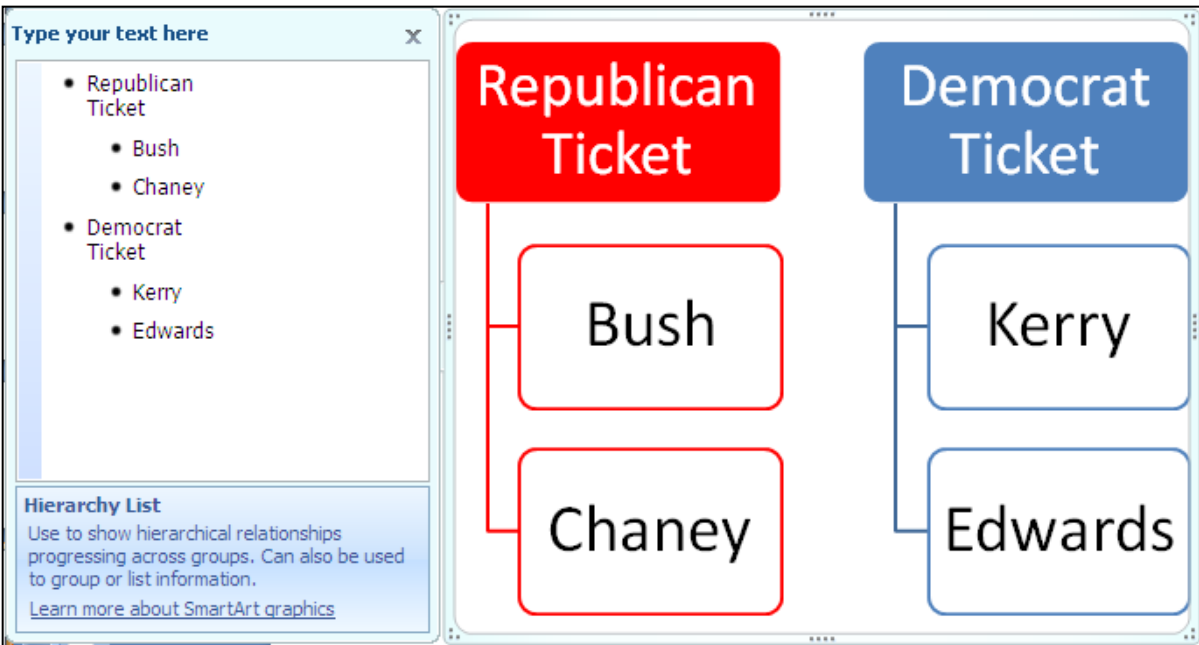
This is similar to an organizational chart in that it shows a hierarchy except it is designed to compare two different groups. Note that you cannot change the layout or create branches (i.e. demote). It will only allow two separate lists, each with one superior and where the subordinates are all equal.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Hierarchy”** category.
4. Click **“Hierarchy List”**.
5. Click **“OK”**.



Adding the Text

You will be presented with two branches. The two leftmost bullets are for the items at the top of each list. The indented bullets are for their subordinates. Note that you cannot further indent.

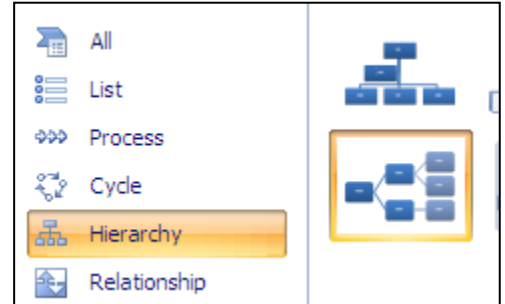


Tip: Press SHIFT + ENTER to start a new line but not have a new bullet.

DECISION TREE

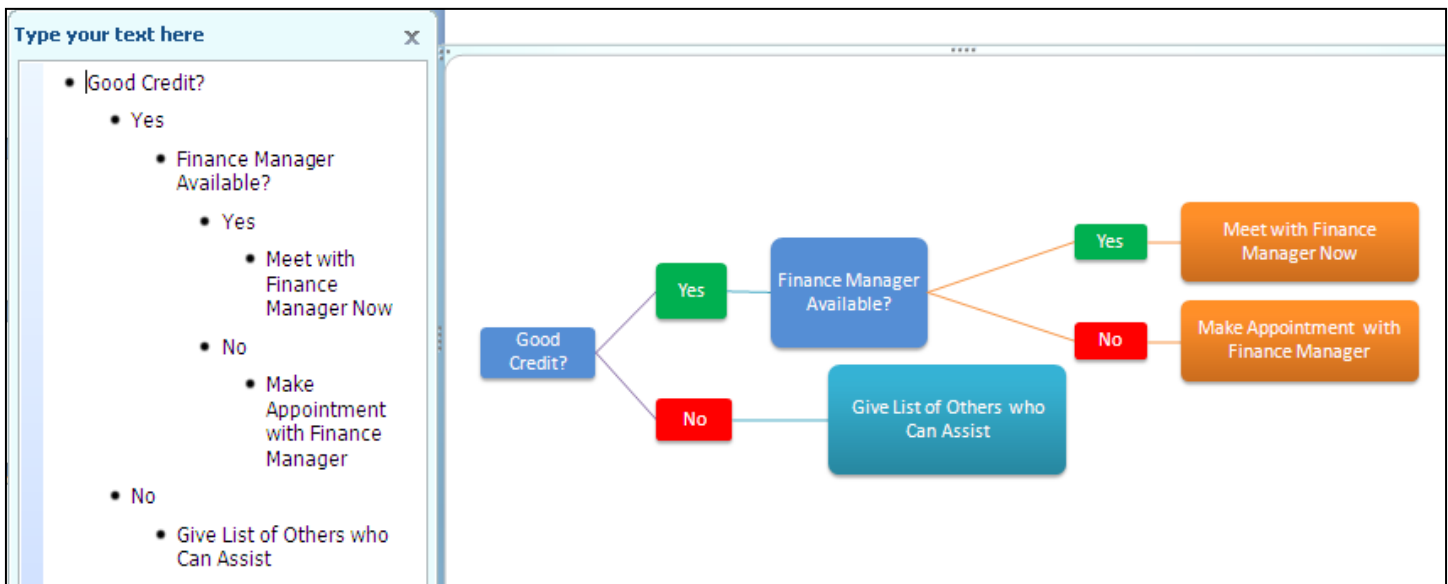
Decision trees are useful when you wish to show the logic behind a process.

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Hierarchy**” category.
4. Click the “**Horizontal Hierarchy**” chart.
5. Click “**OK**”.



Creating the Structure

1. Use the *Text Pane* to type the bullet text
 - Text indented the same amount will be on different branches.
 - To proceed down a branch, further indent each succeeding line of text.
 - Use **Tab** to indent. **Shift Tab** to unindent.



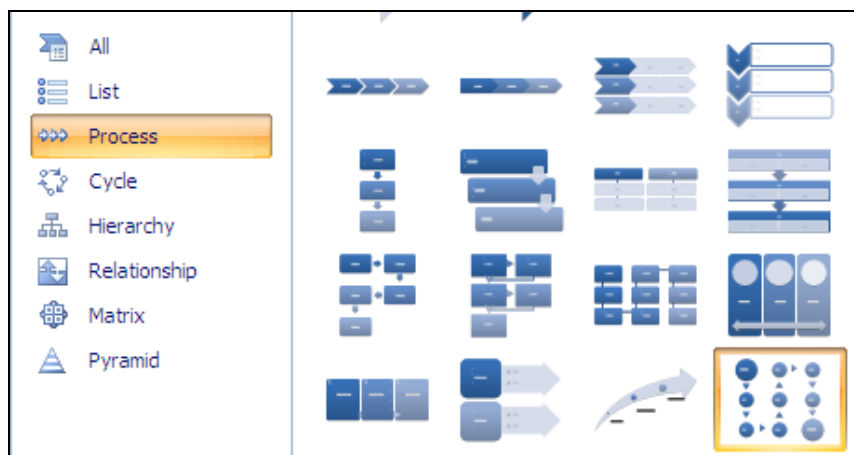
Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

CIRCULAR BENDING PROCESS

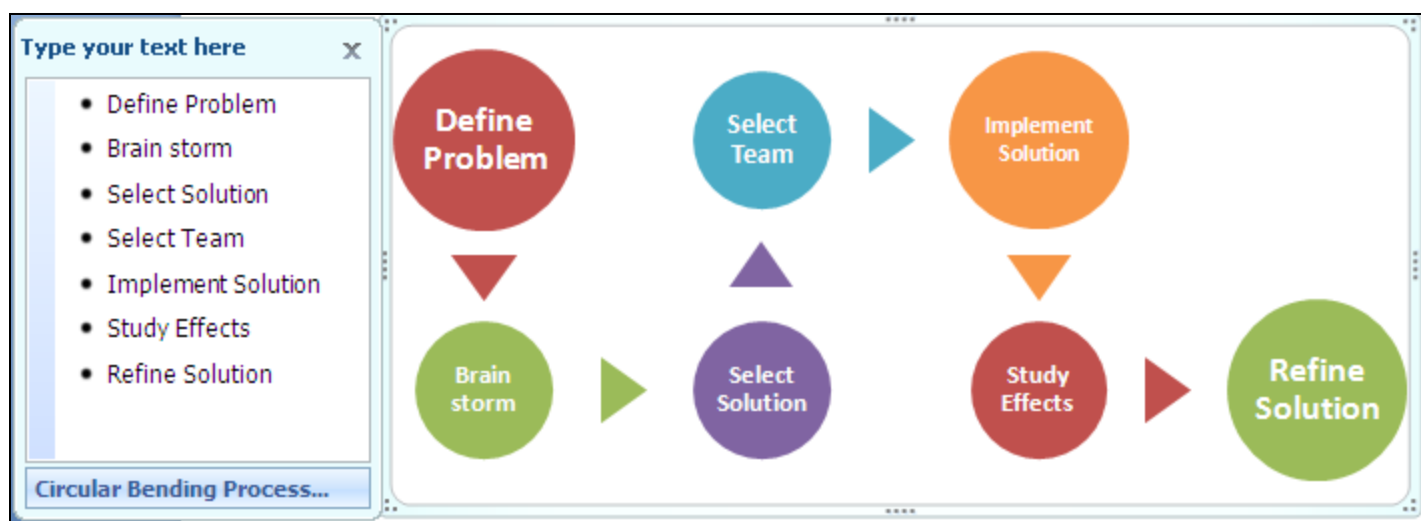
This type of chart is useful when you wish to show the steps in a process and there are a lot of steps.

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Process**” category.
4. Click the “**Circular Bending Process**”.
5. Click “**OK**”.



Inserting Steps

1. Display the *Text Pane*.
2. Type text next to a bullet to create a step. (Your first step will be the topmost bullet.)
 - Press **Enter** to add another bullet (and step).
 - Click a bubble and press **Delete** to remove a step (and bullet).



To Resize a Bubble:

1. Click the bubble to be resized so handles will appear.
2. Hold down **SHIFT** (this will ensure your bubble does not become an oval).
 - Larger Bubble – Drag a corner handle way from the bubble’s center.
 - Smaller Bubble – Drag a corner handle towards the bubble’s center.

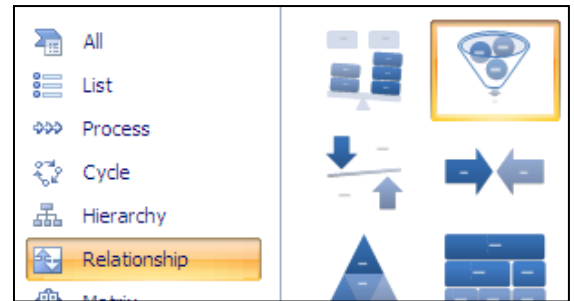
Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

FUNNEL

Use this type of chart to show how different elements merge into a whole or how items are filtered. Up to three circles maximum. You can have less than three circles.

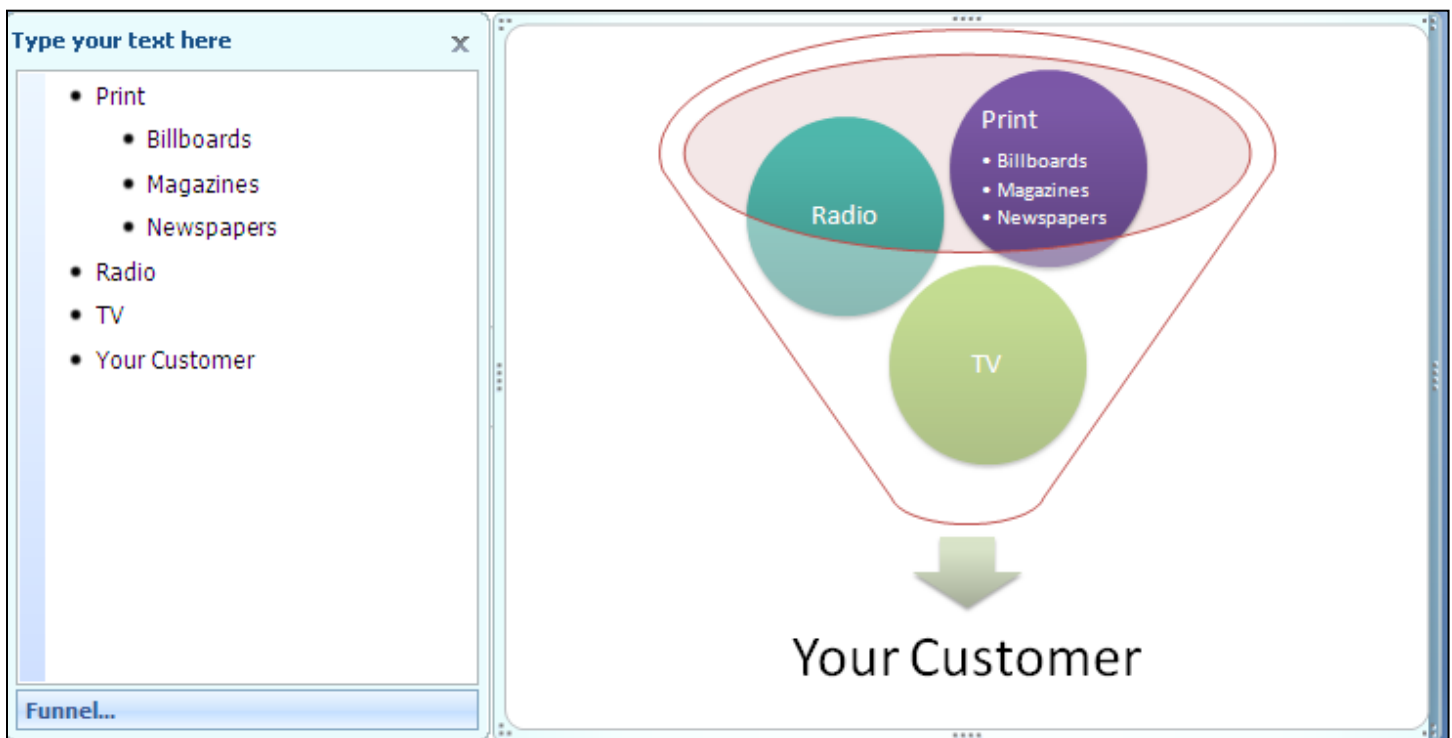
1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Relationship”** category.
4. Click the **“Funnel”** chart.
5. Click **“OK”**.



Creating the Structure

You can have main level bullets maximum. The first three bullets (or less) represent the circles. The last bullet is always the end of the funnel. If you indent (demote) or Tab, the indented bullet text appears on the same circle as its parent text.

1. Use the *Text Pane* to type the bullet text



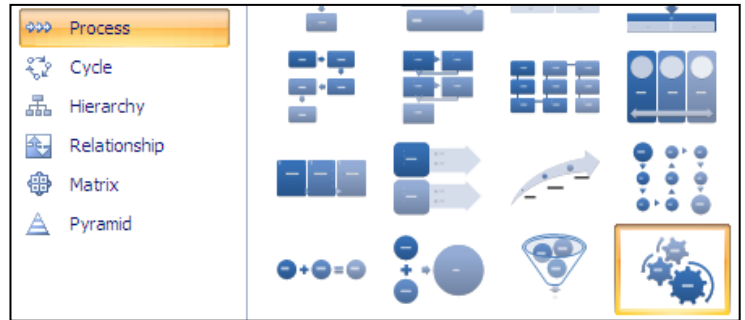
Formatting (Box, Line, Text Colors, Font, etc)

See the **“Common SmartArt Features”** section at the beginning of this handout.

GEARS

This type of chart can be used to show how different elements work together towards an end goal. It is able to display 1 to 3 gears.

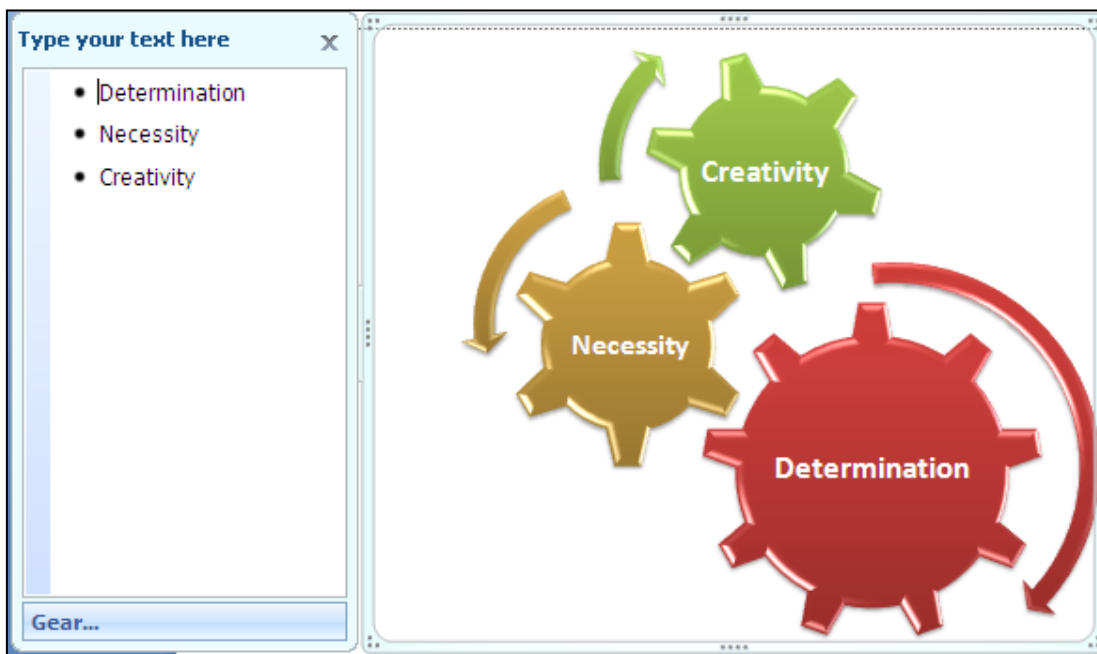
1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Process”** category.
4. Click the **“Gears”** chart.
5. Click **“OK”**.



Adding The Text

Type the text next to the 3 bullets shown on the Text Pane. Note that you cannot add more than 3 gears but you can remove gears. (Minimum is 1 gear; max is 3).

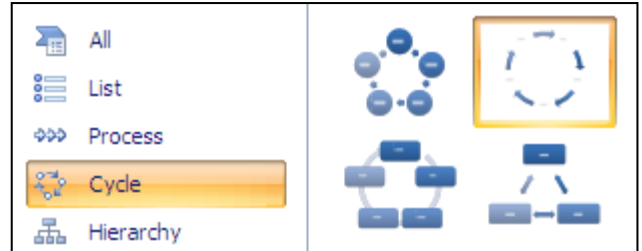
- Remove a Gear: Delete the bullet
Add a gear (3 max): Press Enter after a bullet.



CYCLE CHART

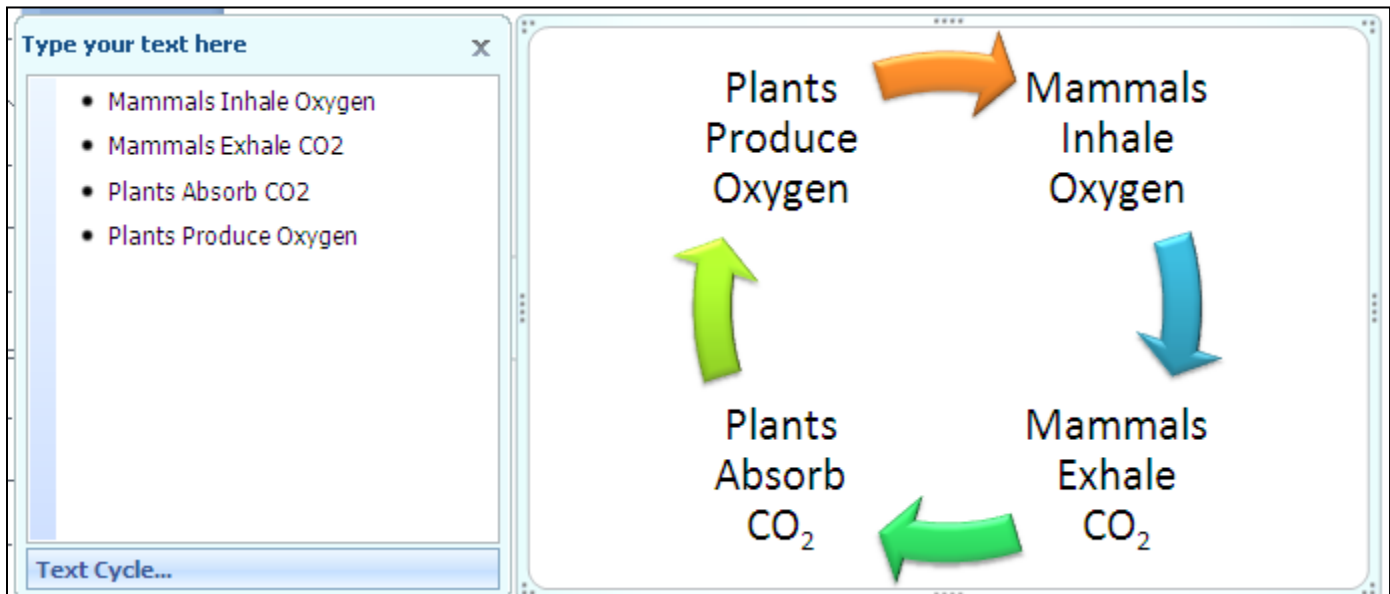
This type of chart is useful for showing circular relationships. The minimum number of text items is two. As you add more bullets, more arrows appear.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Relationship”** category.
4. Click the **“Funnel”** chart.
5. Click **“OK”**.



Creating the Structure

1. Use the *Text Pane* to type the bullet text
 - Press Enter to add a new arrow.
 - Click a text box and press delete to remove an arrow.



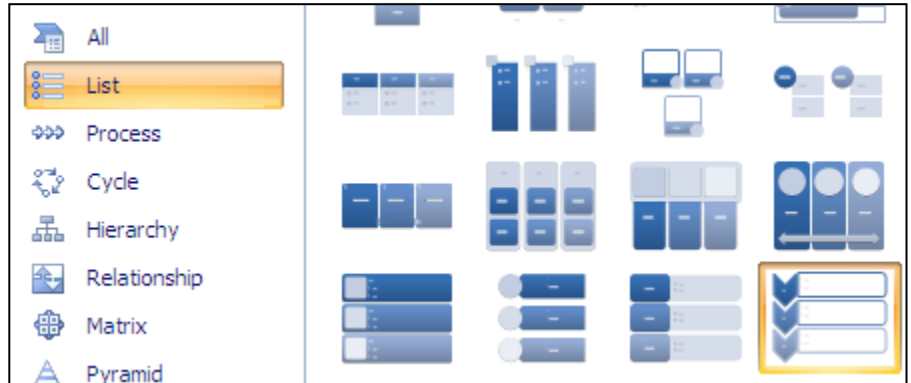
Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

LISTS - PROGRESSIVE PHASES WITH DETAILS

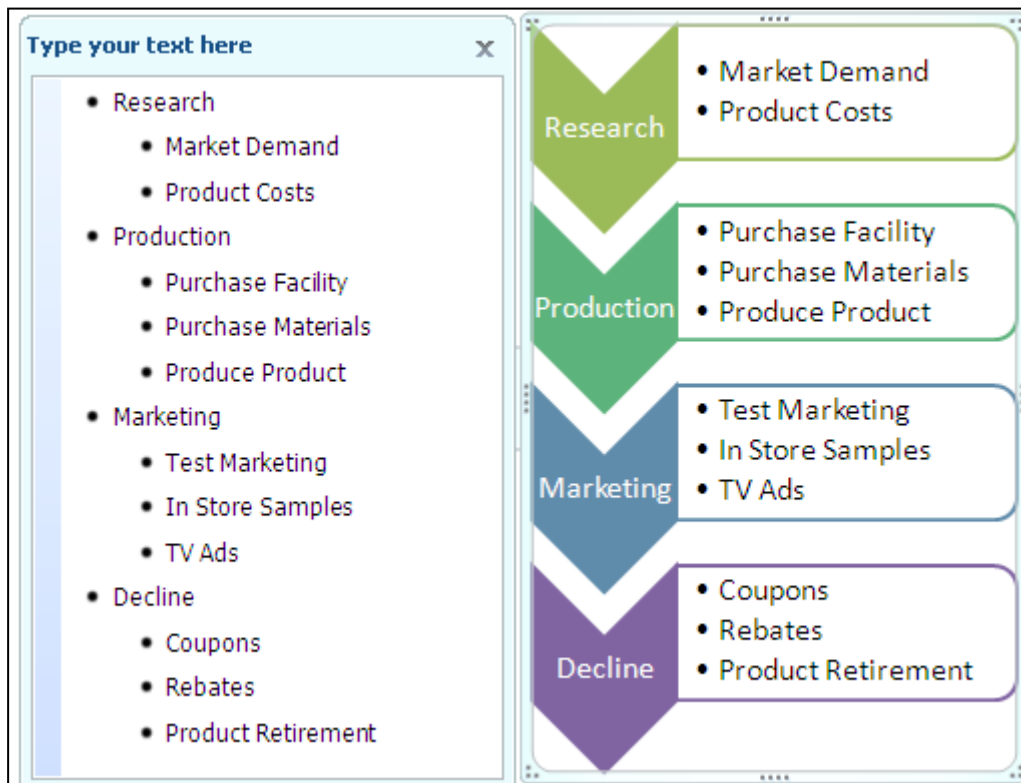
This type of list is useful when you wish to show the overall phases in sequence and the details of each phase.

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**List**” category.
4. Click the “**Chevron List**” chart.
5. Click “**OK**”.



Creating the Structure

1. Use the *Text Pane* to type the bullet text
 - Leftmost bullets will be a chevron.
 - Indent a bullet under a chevron to place it as a detailed item of that chevron
 - Add more chevrons or chevron details but pressing enter.
 - Use **Tab** to indent. **Shift + Tab** to un-indent.



Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

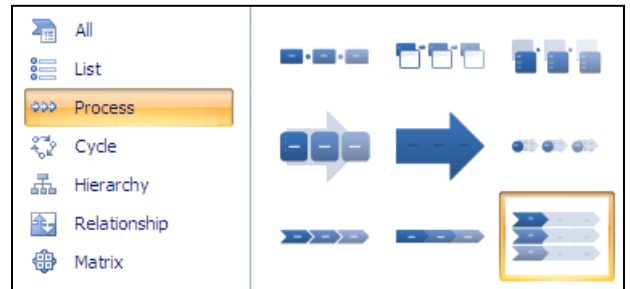
HORIZONTAL COMPARISON

This can be used in a variety of different ways including:

- Comparing activities of different groups along a time line or money line.
- Showing the steps involved in an event.

You can also add more levels horizontally (i.e. more teams), add more steps for each level (i.e. team), and adjust the length of each step.

1. Click the **“Insert”** tab then click **“SmartArt”**.
2. Click the **“Process”** category.
3. Click the **“Chevron”** chart then click **“OK”**.



Manipulating the List

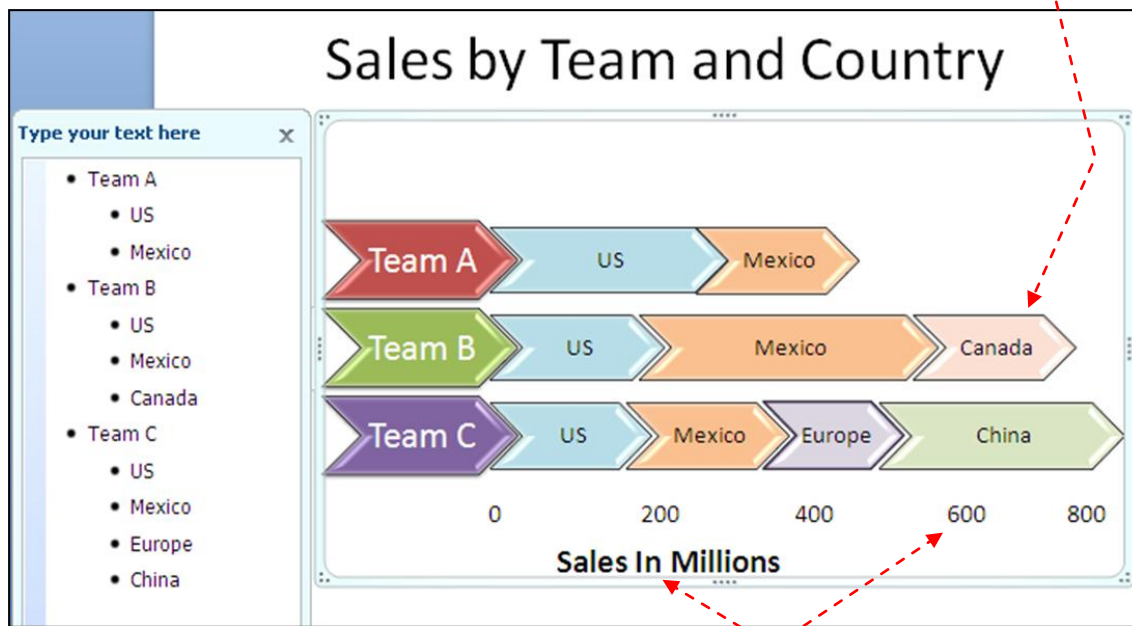
- Use the Text Pane to type the bullet text.
 - Leftmost bullets will be the leftmost item on the chart.
 - Indented bullets will be the steps after a main item.
- Press Enter to add an additional level (Team) or step (country).
- Press Tab or Shift Tab to control the bullets position (or “Promote/Demote”)

Entering Data

See above to tips on how to fill out the text pane.

Resize a Step

To resize a step, simply select it and then drag a corner dot. Spacing will adjust automatically.



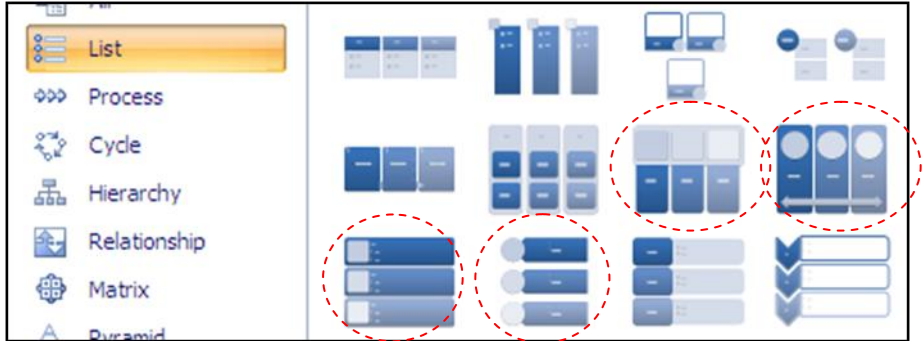
Annotations

The number line and title was added through use of the *Text Box* tool.

LISTS – IMAGE LISTS

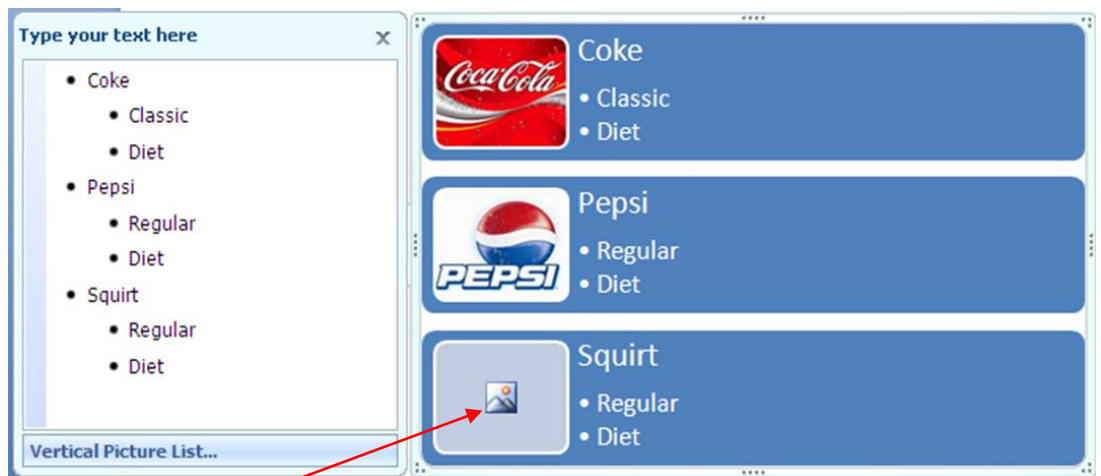
This allows you to insert an image from a saved file or the clipboard with text next to the image. It is especially effective when combined with animation to bring a image and its bullets in from the top down.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“List”** category.
4. Click one of the *Image Lists*.
5. Click **“OK”**.



1. Type your text next to a bullet.

- Press **Enter** to create a new main or sub bullet (when you create a new main bullet, a new box is created on the chart).
- Use **Tab** to indent.
- Use **Shift + Tab** to unindent.
- Press **Backspace** to remove a bullet.



2. To add a picture, double click the picture icon and select an image from a file or if you copied the image to the clipboard, right click the icon and select **“Paste”**.

To add change or remove an image:

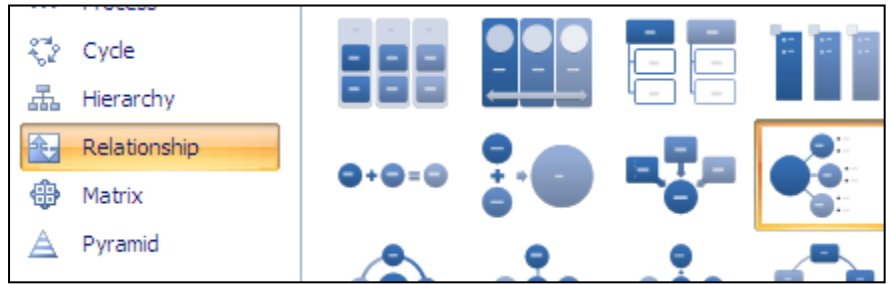
- a. Right click the image.
- b. Click **“Reset Shape”**.



IMAGE & RADIAL LIST

This type of list is useful when you wish to show groups and subgroups radiating out from a central idea. The leftmost group is always an image. Bubble text then radiates out from the image. The third and final group is bulleted text. Note that you can add more bubble text items and bullet text items.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Relationship”** category then **“Radial List”**.
4. Click **“OK”**.

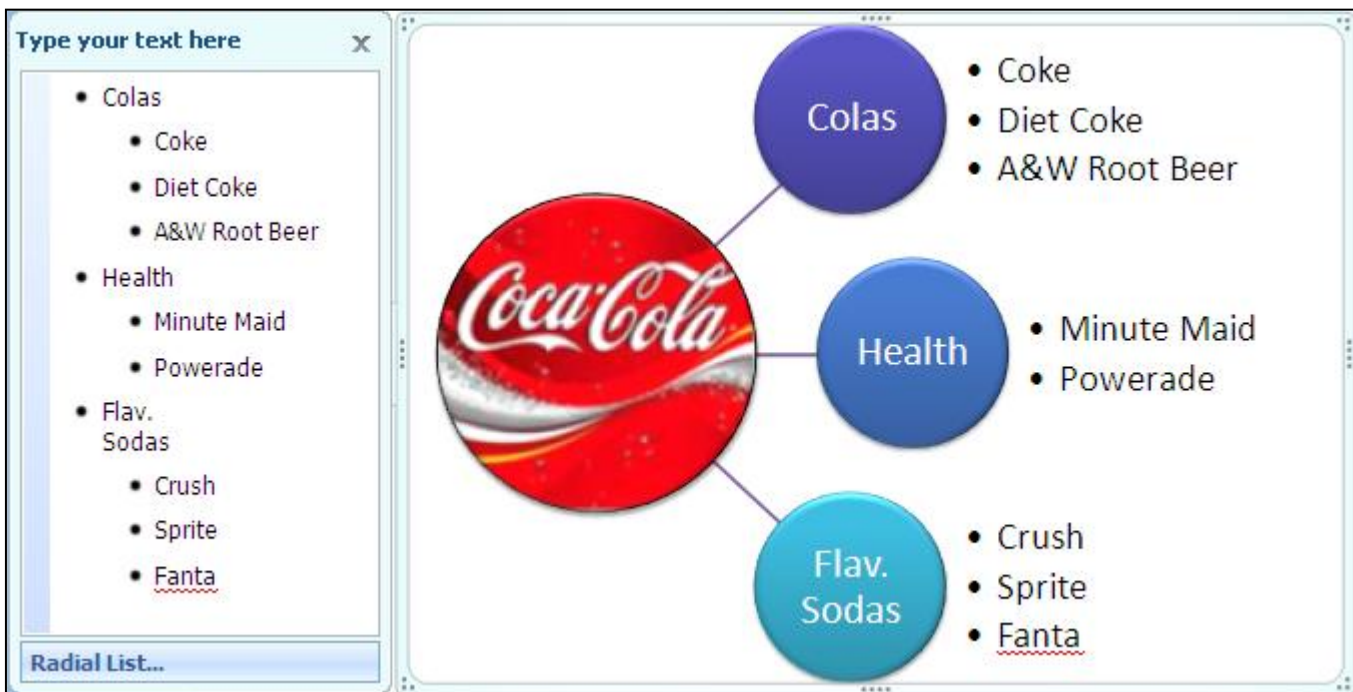


Entering the Text

The leftmost bullets will be bubble text (first group after the image).

The indented bullets will be bulleted text (the last group after the bubbled text).

- Press Enter to create more bullets
- Press Tab or Shift Tab to indent or unindent bullets.



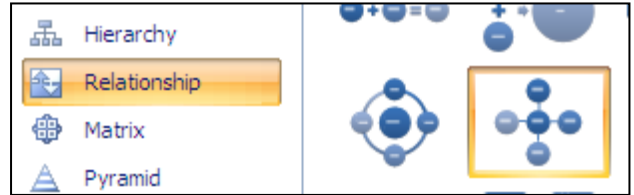
Inserting / Resetting the Image

- Double click the image bubble (leftmost circle) to insert an image from a saved file. (Or if you have copied an image to the clipboard, right click the icon and select “Paste”.)
- If you wish to select a different image, right click the image and select **“Reset Shape”**.

BASIC RADIAL LIST

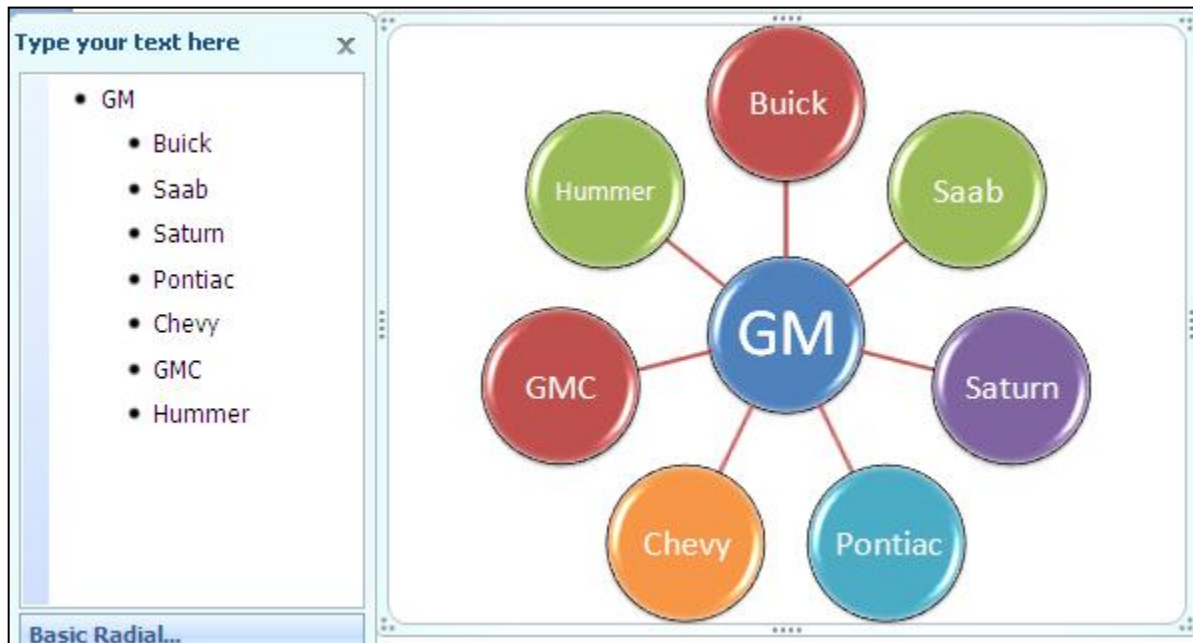
This type of chart is useful when showing how items are associated with a central idea. Note that with this type of chart, you can add more outer bubbles.

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Relationship**” category then “**Basic Radial**”.
4. Click “**OK**”.



Adding the Text

- Text typed in the top, leftmost bullet will appear in the center bubble.
- Text typed in all succeeding bullets will appear as bubbles around the center bubble.
- Press **Enter** to add more bullets (and hence outer bubbles).



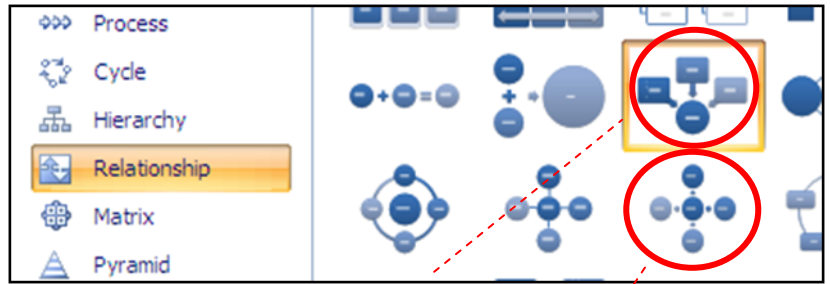
Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

CONVERGING RADIAL

Converging Radial – Useful when you wish to show the different influences on something (Arrows point towards center object)

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Process”** category then **“Converging Radial”**.
4. Click **“OK”**.



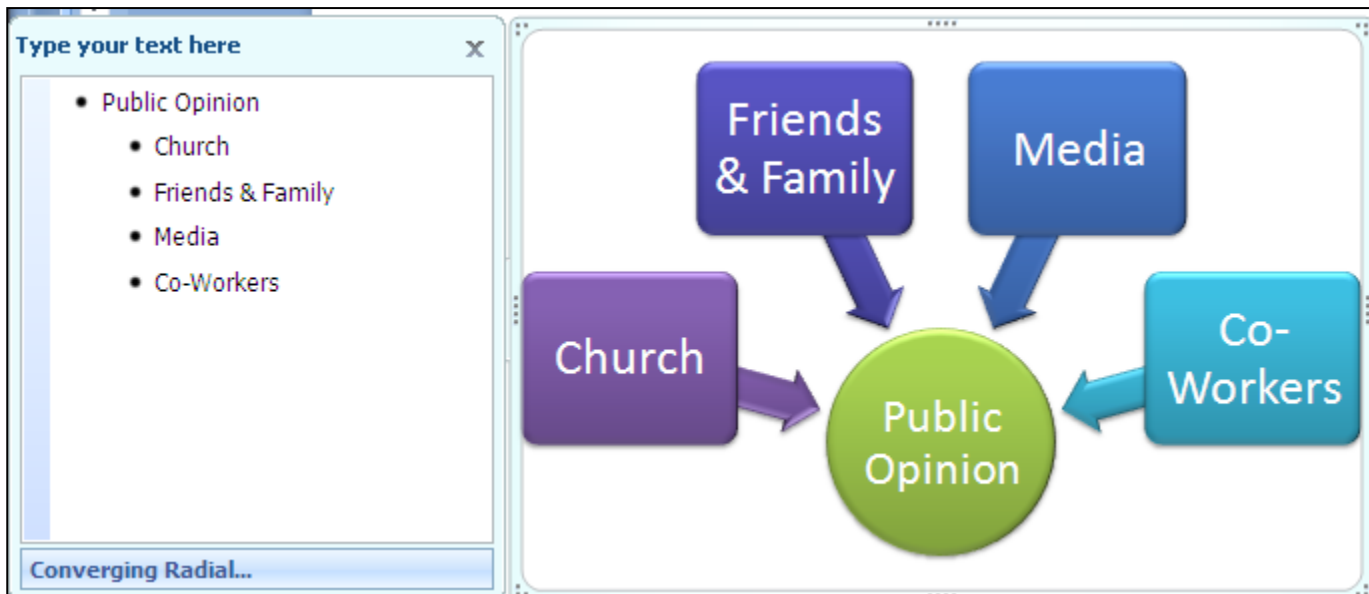
Converging Radial

Diverging Radial

Entering Text

As you press enter to add more bullets, more outer boxes will appear. The first box is always the center object.

1. Open the *Text Pane*.
2. Type text next to each bullet.
 - Press **Enter** to add more outer boxes.
 - Click a box and press **Delete** to remove it (and its bullet).

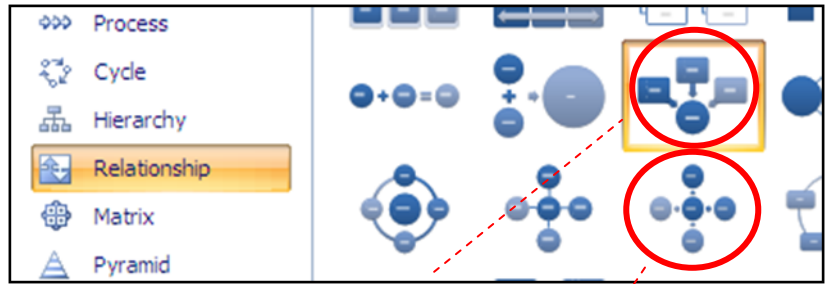


Formatting (Box, Line, Text Colors, Font, etc)

See the *“Common SmartArt Features”* section at the beginning of this handout.

DIVERGING RADIAL

Diverging Radial – Useful when you wish to show the effects of something.
(Arrows point away from center object)

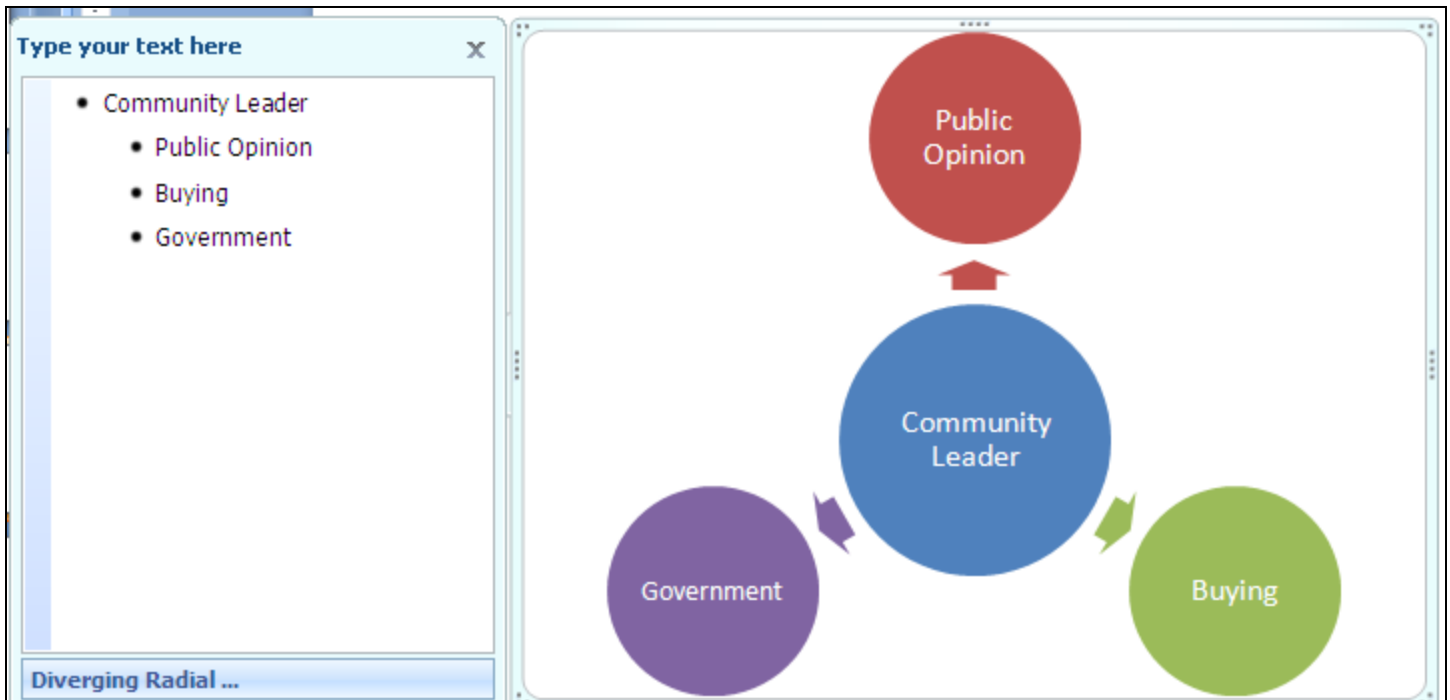


1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Process”** category then **“Diverging Radial”**.
4. Click **“OK”**.

Entering Text

As you press enter to add more bullets, more outer boxes will appear. The first box is always the center object.

1. Open the *Text Pane*.
2. Type text next to each bullet.
 - Press **Enter** to add more outer boxes.
 - Click a box and press **Delete** to remove it (and its bullet).



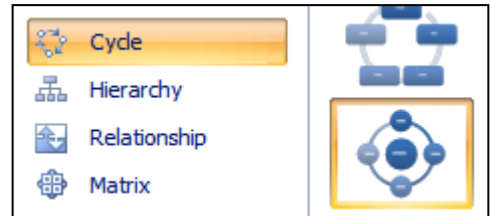
Formatting (Box, Line, Text Colors, Font, etc)

See the *“Common SmartArt Features”* section at the beginning of this handout.

RADIAL CYCLE

This type of chart is often used to show a central idea in the center circle and items associated with that idea in the circle surrounding it. You can add numerous outer circles.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Cycle”** category then **“Radial Cycle”**.
4. Click **“OK”**.



Adding Text

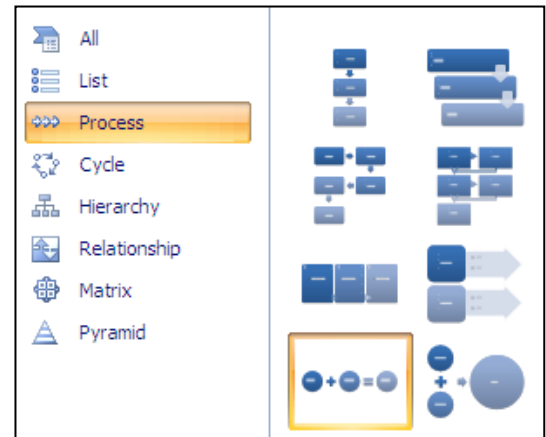
- The top line will be displayed in the center circle. The indented lines will appear in the outer circles.
- Add more outer circles by pressing enter after an indented bullet.



EQUATION

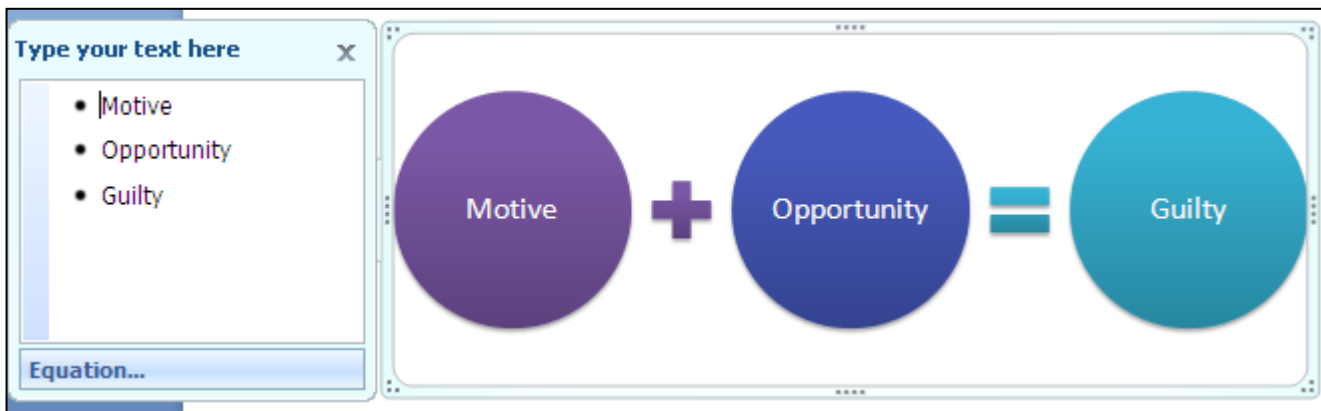
The equation is useful for showing what factors influence an outcome. Note you can change both the number of items in the equation and the mathematical symbols.

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Process**” category.
4. Click one of the two equations.
5. Click “**OK**”.



Structuring the Equation

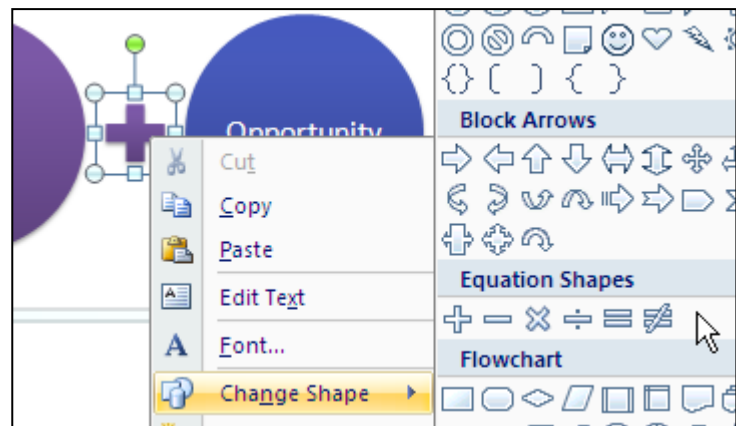
1. Display the *Text Pane*.
2. Type your text next to one of the three bullets.
 - Press Enter to add another variable to the equation.
 - The bottom bullet will always be the result of the equation.
 - Pressing Tab places sub bullet text on one of variables.



Change Equation Symbols

To change a plus sign to a minus sign, etc, do the following:

1. Right click the symbol you wish to change.
2. Hover over “**Change Shape**”.
3. Click one of the *Equation Shapes*.



Formatting (Box, Line, Text Colors, Font, etc)

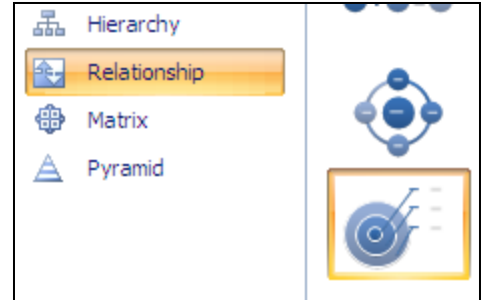
See the “Common SmartArt Features” section at the beginning of this handout.

BASIC TARGET

Targets can be used in several different ways:

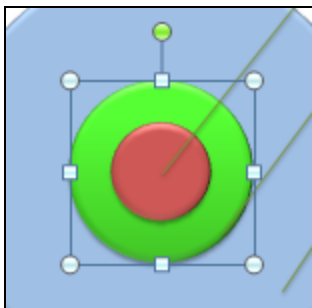
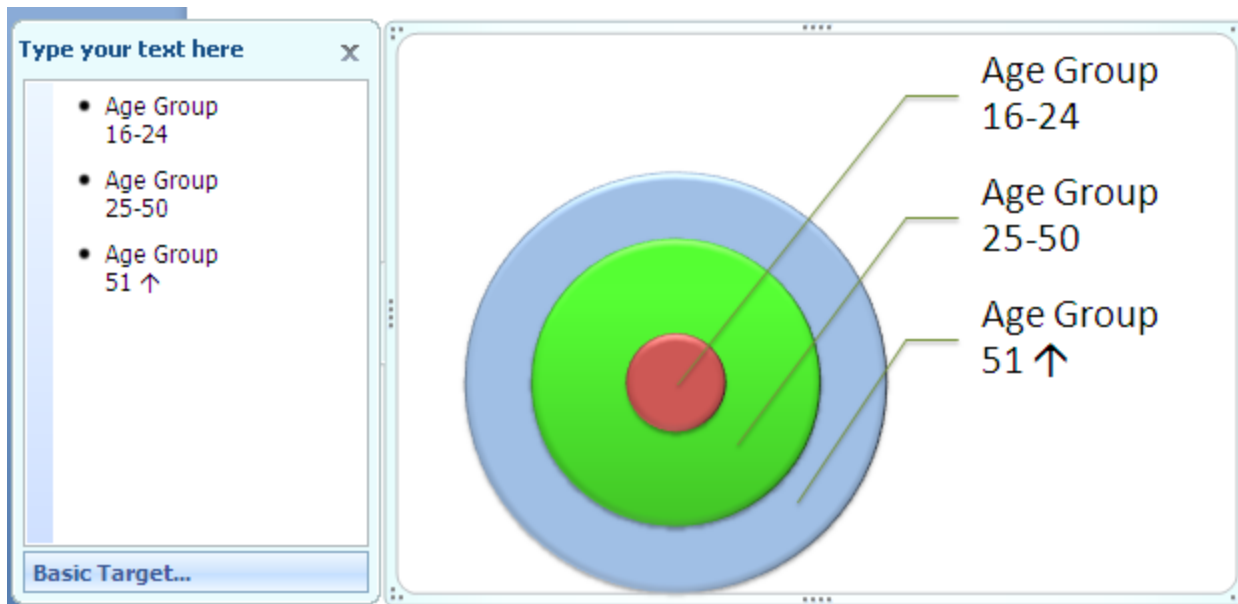
- To show physical distance from a central point (i.e. blast area, percentage breakdown of people commuting from a city).
- Changes over time where each circle represents a point further away in time (i.e. Percent remembered after 1 day, 2 days, etc., a medication's affect after taking).
- For marketing where the center of the target is your most coveted customer.

1. Click the **"Insert"** tab.
2. Click **"SmartArt"**.
3. Click the **"Relationship"** category.
4. Click the **"Basic Target"**.
5. Click **"OK"**.



Structuring the Equation

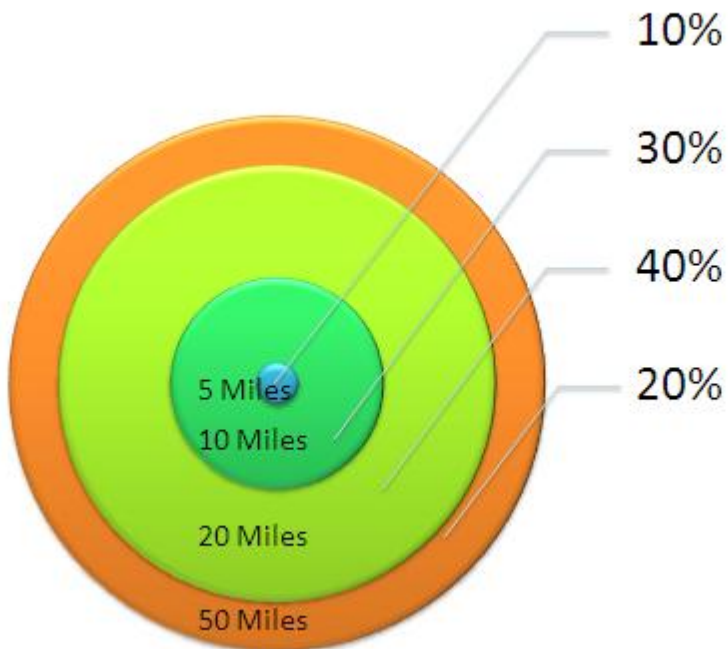
1. Display the *Text Pane*.
2. Type your text next to one of the bullets.
 - Press **Enter** to get add a new ring (a target can have up to 5 rings).
 - Press **Shift + Enter** to word wrap without getting a new bullet.



To Resize a Ring:

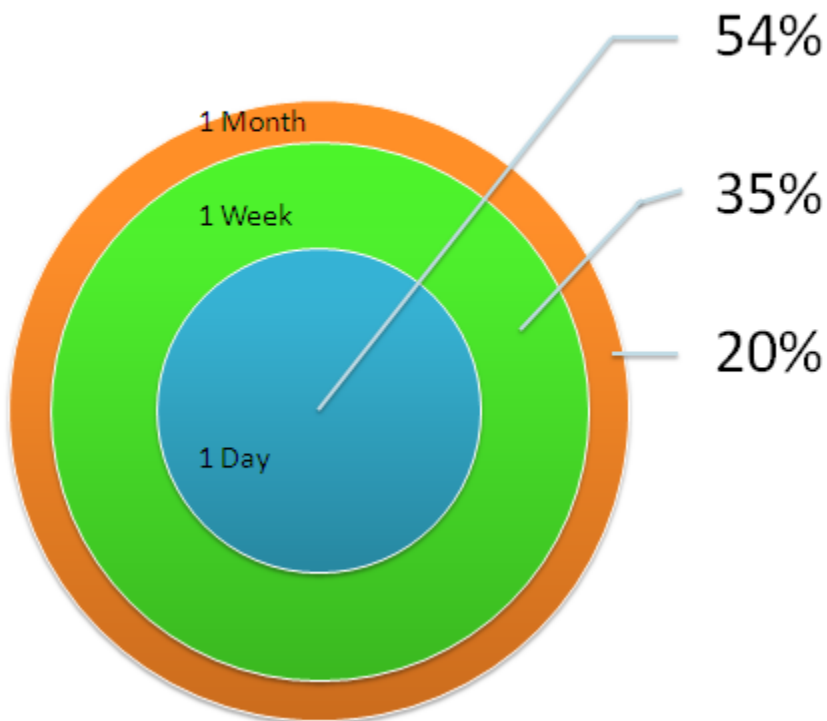
1. Click the ring to be resized so handles will appear.
2. Hold down **SHIFT** (this will ensure your circle does not become an oval).
 - Larger Circle – Drag a corner handle way from the circle's center.
 - Smaller Circle – Drag a corner handle towards the circle's center.

Commute Statistics – Los Angeles



The distance text was added using the Text Box tool.

Memory Retained



The timeline was added using the Text Box tool.

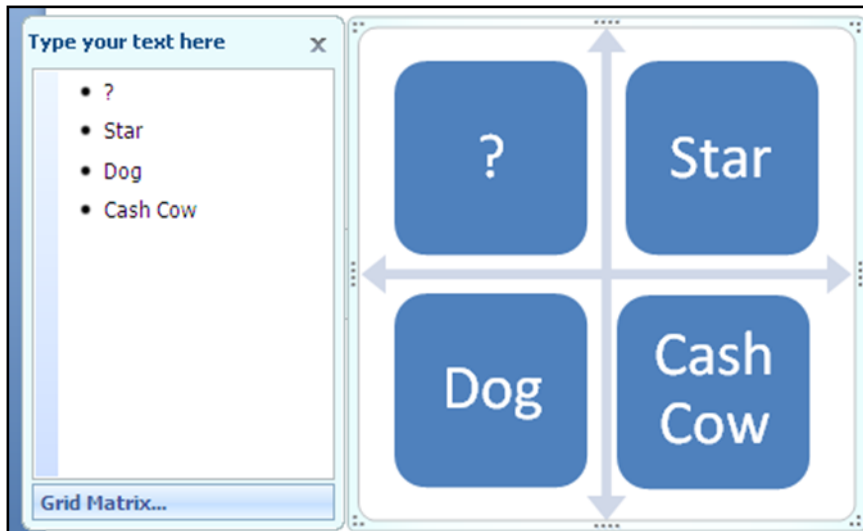
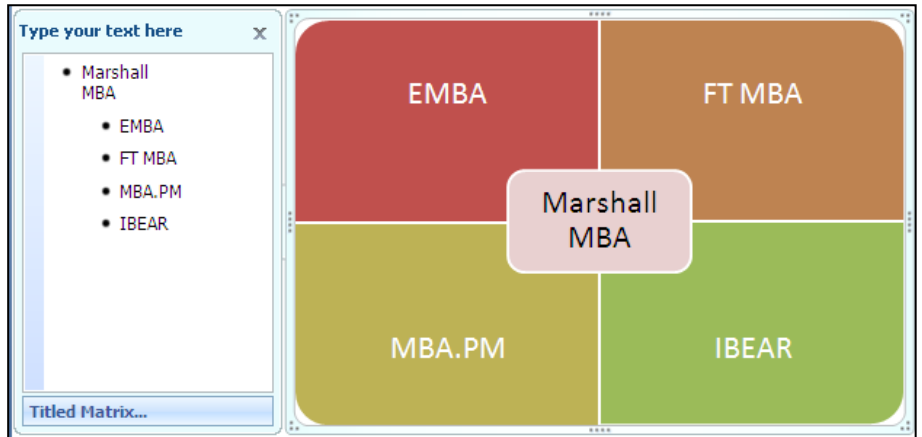
FOUR QUADRANT MATRIX

SmartArt provides three different matrixes you can select from. All are four quadrant matrices. You cannot add or remove a quadrant.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Matrix”** category then select the matrix you wish to use.
4. Click **“OK”**.

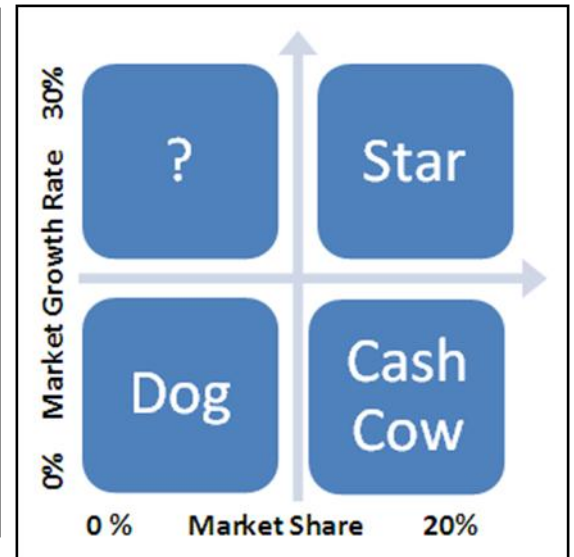
For this matrix, the top bullet will be the middle box and the rest of the bullets will be the four quadrants.

Note that you cannot add or remove quadrants.



Original Matrix

This matrix comes with the opposing double headed arrows and four quadrants. There is no middle box.



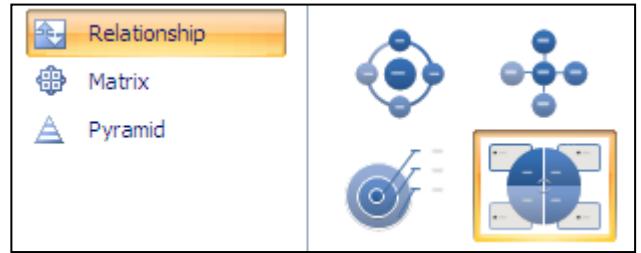
Annotated Matrix

We used the *Text Box* tool (under “Insert”) to label our X and Y axis and cover up the left & down arrow heads.

FOUR QUADRANT CYCLE MATRIX

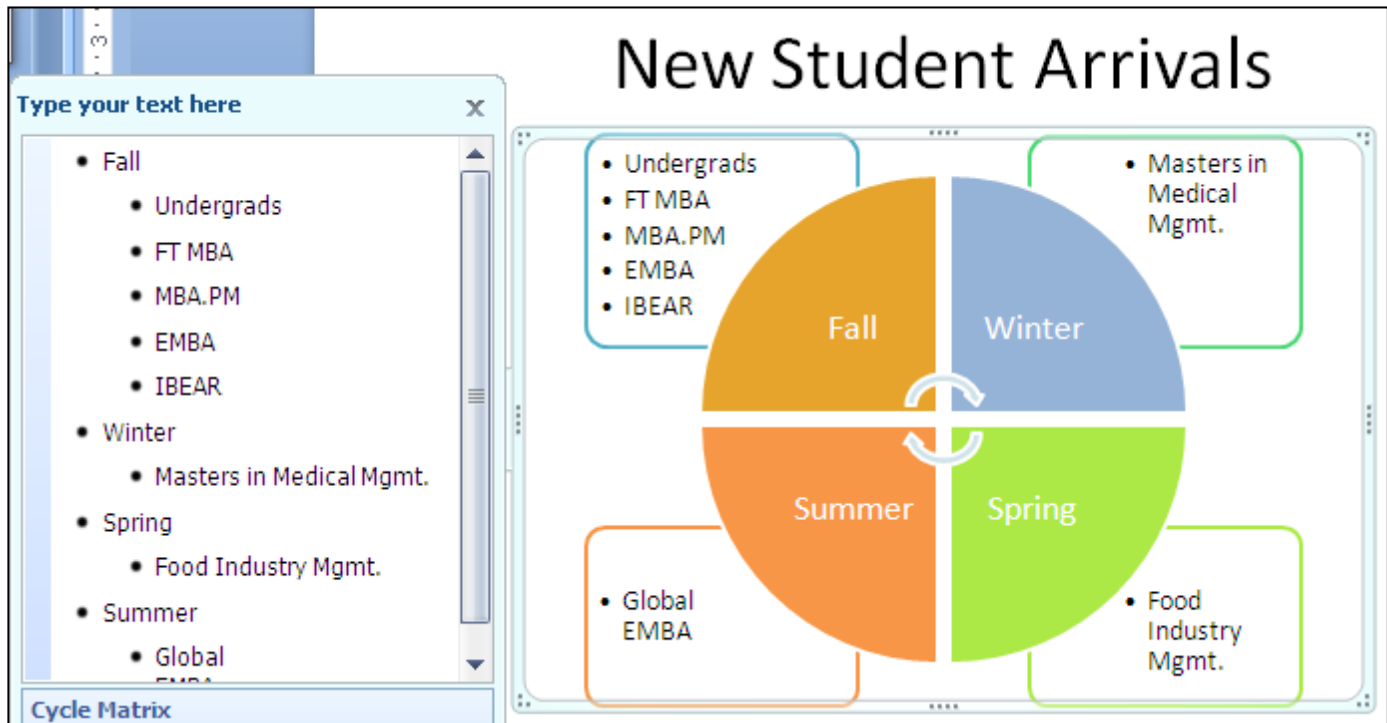
A Cycle Matrix is useful when you wish to show how separate items are cyclical. Note that you cannot remove or add quadrants – there must be four quadrants.

1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Relationship”** category then **“Cycle Matrix”**.
4. Click **“OK”**.



Entering the Text

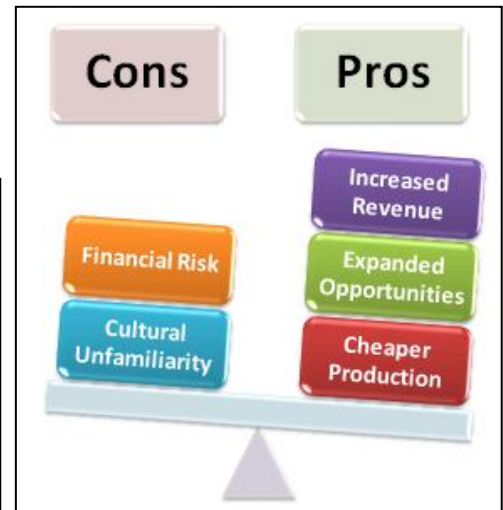
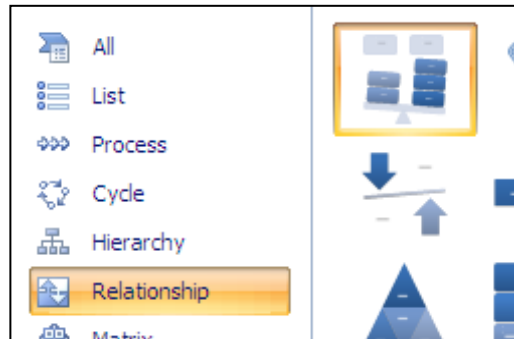
As with all SmartArt, you can type the text directly on the SmartArt in the [Text] boxes or on the text pane. The four leftmost bullets will appear on the inner quadrants. You can add more leftmost bullets but they will not appear. Indented bullets will appear in the boxes attached to the quadrants. You can add more indented bullets.



BALANCE CHART

The type of chart is useful when you are weighting a decision and wish to display the decision elements graphically.

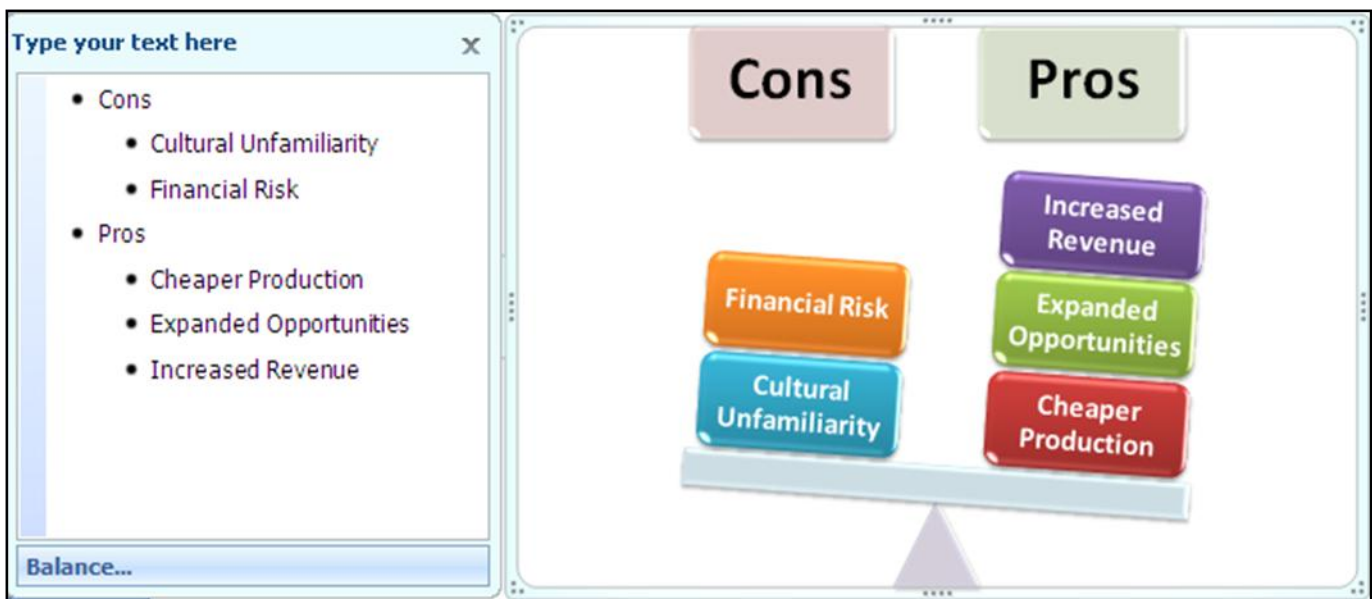
1. Click the **“Insert”** tab.
2. Click **“SmartArt”**.
3. Click the **“Relationship”** category.
4. Click the **“Balance”** chart.
5. Click **“OK”**.



Creating the Structure

What is fun about this is that as you add more items to each side of the balance, the scale will tip left or right depending upon which has more boxes.

1. Click the left/right arrows to view the **Text Pane**.
2. Type your two different stack headings in the two unintended lines on the text pane.
3. Type your stack items where the indented text is.
 - Press Enter to add another item to the stack
 - To delete a box, simply click it on the stack and then press the Delete key on your keyboard.



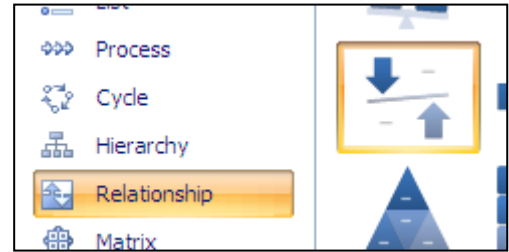
Formatting (Box, Line, Text Colors, Font, etc)

See the **“Common SmartArt Features”** section at the beginning of this handout.

COUNTER BALANCE ARROWS

This type of chart is useful to graphically demonstrate two opposing forces.

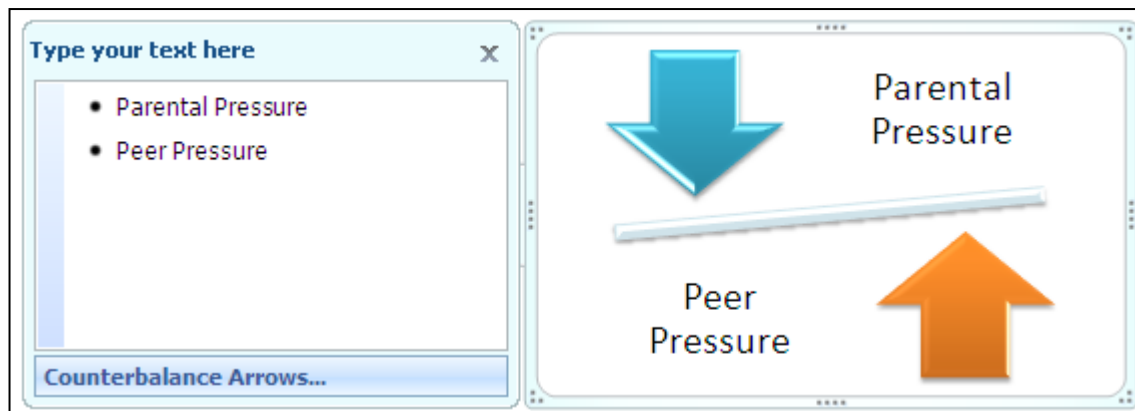
1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Relationship**” category.
4. Click the “**Counter Balance**” chart.
5. Click “**OK**”.



Create the Structure

This chart is pretty straightforward. You can have only two lines of text (one for each arrow).

1. Open the Text Pane.
2. Type next to both bullets.



Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

OPPOSING ARROWS

Use opposing arrows to show:

- An inverse relationship between two forces.
(i.e. If interest rates go up, home prices go down).
- How two forces are pulling in opposite directions.
(i.e. Desire for Career vs. Desire for Family).

1. Click the “**Insert**” tab.
2. Click “**SmartArt**”.
3. Click the “**Process**” category.
4. Click the “**Opposing Arrows**”.
5. Click “**OK**”.

Entering Text

You can only have two arrows which means you will not need to add any bullets.

1. Open the *Text Pane*.
2. Type text next to each bullet.



Formatting (Box, Line, Text Colors, Font, etc)

See the “Common SmartArt Features” section at the beginning of this handout.

UPWARD ARROW (1 TO 5 STEPS)

This chart is useful when you wish to show the steps towards attaining a typically positive goal. You can have 1 to 5 steps in your arrow.

1. Click the **"Insert"** tab.
2. Click **"SmartArt"**.
3. Click the **"Process"** category.
4. Click the **"Upward Arrow"**.
5. Click **"OK"**.



Adding the Text

To place steps within the arrow, simply type them next to the bullets on in the Text Pane. The topmost bullet will appear at the top of the arrow. Succeeding bullets will follow in sequence down to the bottom of the arrow.

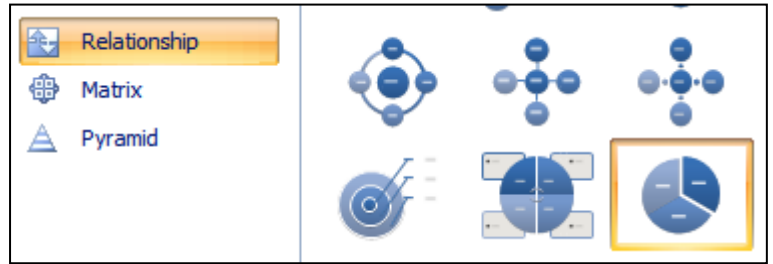
- To add a bullet, press **Enter**.
- To remove a bullet, press **Delete**.



BASIC PIE – ALL SLICES THE SAME SIZE

The “Basic Pie” allows you to make a pie chart where all of the slices are the same size. If you would like to make a pie chart where the slices vary in size, use the Pie Chart located under the “Chart” icon on your “Insert” tab. It is number driven.

1. Click the “Insert” tab.
2. Click “SmartArt”.
3. Click the “Relationship” category.
4. Click the “Basic Pie”.
5. Click “OK”.



Adding The Text / Slices

For every bullet you add, you will get a new slice on your pie. The top bullet will be the slice coming out of the pie. Note that you can slide the slice back in by selecting it and carefully dragging it towards the middle.

