

SmartArt Formatting Options

Along with animating your SmartArt, PowerPoint allows you to format the SmartArt in your slide show to change and customize it. You can do this by adding text, choosing from different colors, borders, or types of SmartArt, and adjusting the number of shapes your SmartArt uses.

The following sections will show you how to adjust and personalize SmartArt for your slide show.

Adjusting the Number of SmartArt Shapes

As you design the slides and graphics for your slide show, information may need to be added to or removed from SmartArt. PowerPoint lets you add or delete the number of shapes your SmartArt contains.

Depending on the graphic, pressing [Enter], [Delete], and [Tab] in the Text pane will affect the shapes in the graphic differently. These keys generally alter the presentation in the following ways:

- [Enter] almost always adds text and a corresponding object at the same level as the currently selected text/object.
- [Tab] usually subordinates the currently selected text and corresponding object.
- [Delete] usually deletes the currently selected text and corresponding object.

1. Select the SmartArt
2. If the Text pane is not visible, click the fly out button on the border of the SmartArt canvas

The Text pane appears.




3. To add a shape,
 - a. In the Text Pane, place your cursor in an existing text box.
 - b. To add a same-level entry (e.g., coworker), press [Enter]
To add a lower-level entry (e.g., subordinate), press [Enter], then [Tab]
 - c. Type the text
4. To delete a shape,
 - a. In the Text Pane, select the text of the entry
 - b. Press [Delete]

5. To move a shape,
 - a. Delete it from its current position (as detailed in step 2)
 - b. Add it in the new position (as detailed in step 1)

Changing SmartArt Style

Color schemes and borders are automatically applied when you choose the slide design you want. One way to change the color and border of your SmartArt is to choose another slide design. However, SmartArt Styles offers additional options for your SmartArt, which do not alter your slide design.

1. Select the SmartArt the SmartArt Tools contextual tab appears.
2. Within the SmartArt Tools contextual tab, select the **Design** tab
3. In the SmartArt Styles group, click **MORE**  » select the desired style

Changing the SmartArt Type

If you find that the SmartArt you have chosen does not fit the information you are trying to convey, PowerPoint gives you the option of changing the type of SmartArt without having to re-enter the information. For example, you can change your SmartArt from Target to Pyramid.

1. Select the SmartArt
NOTE: Be sure to select the SmartArt canvas, not just one element of the SmartArt.
The SmartArt Tools contextual tab appears.
2. Right click the SmartArt » select Change Layout...
The Choose a SmartArt Graphic dialog box appears.
3. From the category list, select **All**
OR
From the category list, select a category of SmartArt
4. From the gallery, select a SmartArt graphic
NOTE:
The display pane at the right contains explanations of the currently selected SmartArt graphic.
For more information about SmartArt and the selection process, refer to Working with SmartArt: An Overview.
5. Click **OK**
Your SmartArt type is changed.