

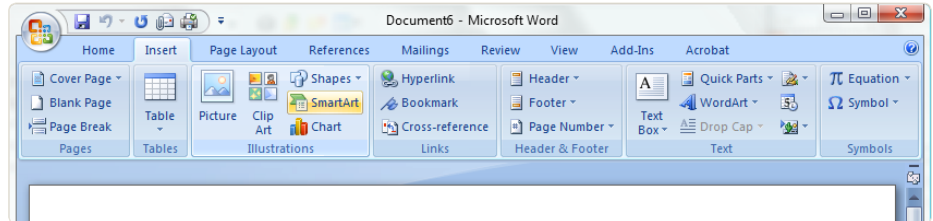
Using SmartArt to create high-impact charts and diagrams

A lot of the time when we are working in Microsoft Word, we find that blocks of text in paragraph form just aren't interesting enough to convey ideas, timelines or lists of information. SmartArt is one of the excellent new features in Microsoft Office 2007 which makes it easy to present information in an attractive format. We've found it really useful and quick to use so in this article we show you how to use it.

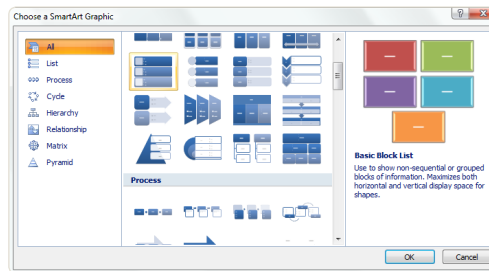
For a video on using SmartArt visit: <http://tinyurl.com/2ajcyb>

To use SmartArt in Microsoft Word 2007

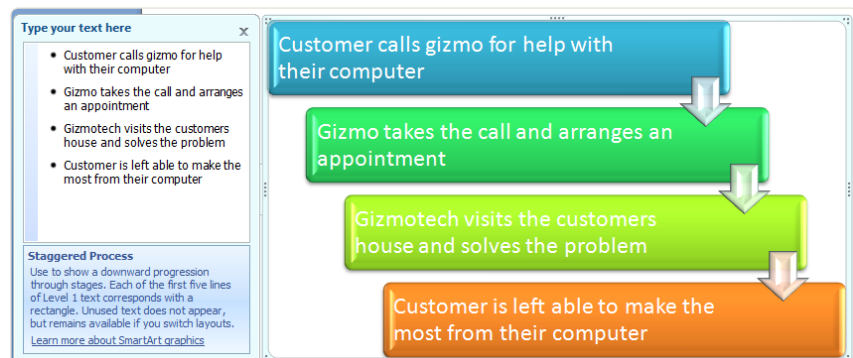
1) Firstly click on the **Insert** tab then click on the icon for **SmartArt**.



2) A box full of options will appear. Have a browse through the different variations available and select the one you think is most appropriate for the information you are trying to convey. For our example, we have used a staggered process SmartArt diagram because it represents the process customers go through when having their problems fixed by gizmo. To insert SmartArt, select the type you would like and then click **OK**.



3) The next step is to insert the information you want to convey using your SmartArt diagram. To do this click on the **SmartArt** item you have inserted and then type the text you would like displayed into the text bar that appears on the left hand side of the SmartArt. Depending on the type of SmartArt you have chosen there may be different levels of information for you to enter.



4) Once you have entered all of your data, you may want to change the appearance of your SmartArt to make it a little more interesting. To do this, click on the **SmartArt Tools** button at the top of the screen and click on the **Design** tab. Use the options in **SmartArt Styles** and also the different colour schemes available under **Change Colors** to change the appearance of your diagram.

5) So there you have it. You should now be able to quickly insert high-impact diagrams into your next document.