

# Office 2013

## All-In-One

COVERS

Excel, Word,  
Outlook, OneNote,  
and PowerPoint

# ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



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Patrice-Anne Rutledge, et al.

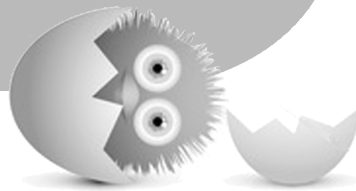
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# Office 2013 All-In-One

## **ABSOLUTE BEGINNER'S GUIDE**



Patrice-Anne Rutledge, et al.

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800 East 96th Street  
Indianapolis, Indiana 46240

# Office 2013 All-In-One Absolute Beginner's Guide

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## About the Author

**Patrice-Anne Rutledge** is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies. Patrice has used—and has trained others to use—Microsoft Office for many years. She is the author of numerous books about Office for Pearson Education, including *Easy Office 2013* and *PowerPoint 2013 Absolute Beginner's Guide*. She can be reached through her website at [www.patricerutledge.com](http://www.patricerutledge.com).

## Dedication

*To my family, with thanks for their ongoing support and encouragement.*

## Acknowledgments

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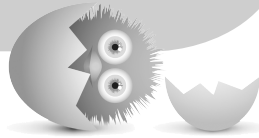
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- How This Book Is Organized
- Conventions Used in This Book

# INTRODUCTION



Microsoft Office 2013 is the latest version of Microsoft's popular suite of business software applications. Using Office, you can quickly create documents such as letters, reports, and resumes; calculate and analyze data in spreadsheets; design and deliver presentations; send and receive email; and store data in digital notebooks.

The world is becoming increasingly mobile, and so is Office 2013. This new version is integrated with SkyDrive, Microsoft's online storage solution. In addition to web-based file-sharing, SkyDrive also gives you access to the Microsoft Web Apps for Word, Excel, PowerPoint, and OneNote. Office 2013 makes it easy to access, edit, and create Office files on the go using a mobile device such as a tablet or smartphone.

*Office 2013 All-In-One Absolute Beginner's Guide* is designed to get you up and running on Office as quickly as possible. This book covers five of the most popular Office applications—Word, Excel, PowerPoint, Outlook, and OneNote—and provides step-by-step instructions that help you master tasks with little effort. For now, turn to Chapter 1, "Getting Started with Microsoft Office 2013," to begin exploring this powerful application suite.

## How This Book Is Organized

*Office 2013 All-In-One Absolute Beginner's Guide* is divided into six parts.

Part I, "Introducing Microsoft Office 2013," presents Office fundamentals, such as navigating applications, using the Ribbon and Backstage view, getting help, and saving and opening files.

In Part II, "Microsoft Word 2013," you continue on to one of the most popular Office applications: Microsoft Word. In this section, you learn how to create and format documents, modify page layout, and perform a collaborative review of your documents before you print, publish, or send.

Next, you explore Excel, Office's spreadsheet application. Part III, "Microsoft Excel 2013," shows you how to create and format Excel worksheets and master cell formulas and functions. Finally, you can analyze your worksheet data using visual tools such as charts, PivotTables, and sparklines (mini charts).

Part IV, "Microsoft PowerPoint 2013," shows you how to create eye-catching presentations using PowerPoint's powerful collection of ready-made tools. You also learn how to edit and format presentations; incorporate audio, video, and animation; and prepare for delivery, either in person or on the Web.

Part V, "Microsoft Outlook 2013," helps you get up and running quickly with Office's email, calendaring, and scheduling tools.

And finally, you explore OneNote, Office's digital notebook application that helps you organize data. Part VI, "Microsoft OneNote 2013," introduces you to OneNote basics, including creating notebooks; inserting text, images, and external content; and using tools such as Linked Note Taking and Send to OneNote.

## Conventions Used in This Book

*Office 2013 All-In-One Absolute Beginner's Guide* uses a number of conventions to provide you with special information. These include the following elements:



**TIP** Tips offer suggestions for making things easier or provide alternative ways to perform a particular task.



**NOTE** Notes provide additional, more detailed information about a specific Office feature.

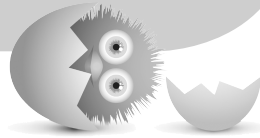


**CAUTION** Cautions warn you about potential problems that might occur and offer advice on how to avoid these problems.

## IN THIS CHAPTER

- Inserting Shapes
- Formatting Shapes Using the Drawing Tools – Format Tab
- Using the Format Shape Pane
- Working with SmartArt Graphics

# 5



## WORKING WITH SHAPES AND SMARTART

A *shape* is an object such as a line, arrow, rectangle, circle, square, or callout. You can quickly insert basic shapes in your documents, but after you use Office for a little while, you'll probably want to modify the default shape formats. Fortunately, Office offers a variety of shape-formatting options that enable you to quickly customize a shape to meet your exact needs.

If you want something a bit more sophisticated than a simple shape, consider SmartArt. SmartArt offers ready-made, color-coordinated designs that display lists, processes, organization charts, matrices, and more—in a way that makes the most of Office's many design features.



## Inserting Shapes

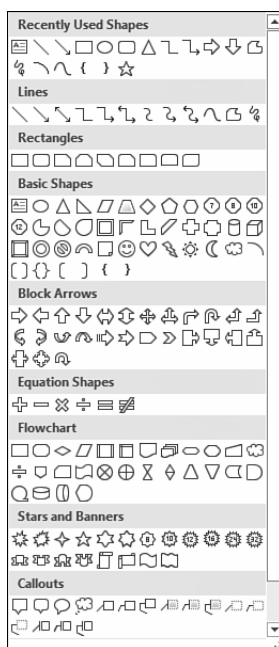
Office offers dozens of ready-made shapes that you can add to your documents.



**NOTE** In OneNote, you insert shapes on the Draw tab. See Chapter 54, “Inserting Notebook Content,” to learn more about the Draw tab and adding shapes in OneNote.

To insert a shape, follow these steps:

1. On the Insert tab, click the Shapes button. The Shapes gallery opens, as shown in Figure 5.1.



**FIGURE 5.1**

*The Shapes gallery offers a variety of options.*



**TIP** If you've already inserted another shape and the Drawing Tools – Format tab appears, you can access the Shapes gallery from this tab as well.

2. From the gallery, select the shape you want to insert. Gallery options include lines, rectangles, arrows, callouts, circles, and more.
3. In your document, click where you want the shape to appear and then drag until the shape is the size you want. You can then format the shape as you would any other object.



**TIP** Keep in mind that although shapes make it easy to create an attractive image, they aren't designed for complex graphic needs. If you need something more detailed, consider using SmartArt, covered later in this chapter.

## Inserting Lines and Arrows

You can add lines and arrows to draw attention to something, show how things are connected, or show how one thing leads to another. For example, you might want to add a line to connect two shapes. Or you might use an arrow to point to text or an object of special importance. You can also create simple images with the line, rectangle, and oval shapes.

To draw a line or arrow, follow these steps:

1. On the Insert tab, click the Shapes button to open the Shapes gallery (refer to Figure 5.1).
2. Click one of the buttons in the Lines section of the Shapes gallery. The mouse pointer becomes a plus sign.
3. Click and hold down where you want the line to begin and then drag to where you want the line to end.

If the line looks crooked or is the wrong length, you can adjust it. First, select the line. Then pause your mouse over one of the handles that appear at the ends of the line. The mouse pointer becomes a line with an arrowhead at both ends. Click and drag the circle to lengthen the line or adjust its angle.

If the line isn't in the right place, you can move it. First, select the line. Then pause your mouse over the line. The mouse pointer becomes a cross with arrowheads at all four ends. Click and drag the line to move it.



**TIP** Press the Shift key as you drag the mouse to create straight horizontal or vertical lines. This enables you to draw lines at angles evenly divisible by 15 (0, 15, 30, 45, and so forth), which makes it much easier to create a straight line. Press the Ctrl key as you drag the mouse to draw a line from a center point, lengthening the line in both directions as you drag.



**NOTE** By using the options in the Shape Outline palette, you can easily change the appearance of a line or arrow by adjusting its width or converting it to a dashed line. See “Specifying Shape Outlines,” later in this chapter, for more information.

## Inserting Rectangles and Ovals

You can also draw rectangular and oval shapes. Using rectangular shapes enables you to emphasize important information, group information, or illustrate other ideas or concepts.

To draw a rectangle, click one of the buttons in the Rectangles section of the Shapes gallery. The mouse pointer becomes a plus sign. Click where you want the rectangle to appear and then drag to draw the rectangle.



**TIP** To draw a square, press the Shift key while you draw the shape.

To draw an oval, click the Oval button in the Basic Shapes section of the Shapes gallery. The mouse pointer becomes a plus sign. Click where you want the oval to appear and then drag to draw the oval.



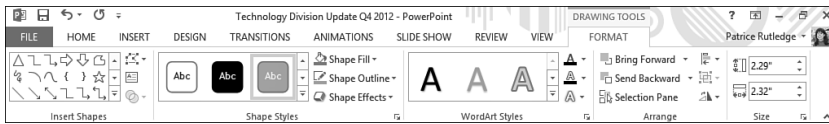
**TIP** To draw a perfect circle, press the Shift key while you draw the shape.

You can then reshape and resize these images or apply other formatting to them.

Another option is to add text to a rectangular or oval shape. If you want to add only a word or two, select the shape and type the text you want to enter. Alternatively, click the Text Box button on either the Insert tab or the Drawing Tools – Format tab and create a text box inside the original object. Be sure, however, that the text box fits into the object without overlapping its borders.

## Formatting Shapes Using the Drawing Tools – Format Tab

When you create or select a shape, the contextual Drawing Tools – Format tab appears, shown in Figure 5.2.

**FIGURE 5.2**

*The Drawing Tools – Format tab offers numerous options for shape creation and formatting.*

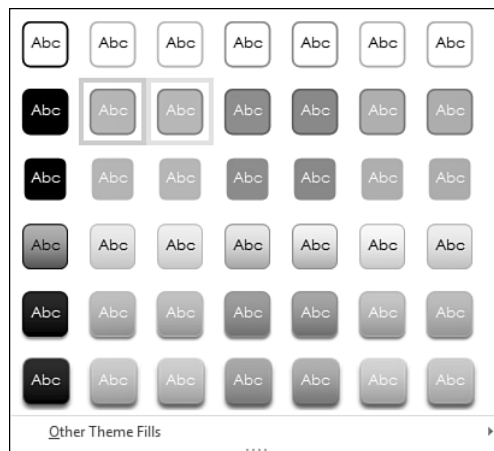
The Insert Shapes and Shape Styles groups on the Drawing Tools – Format tab are the centerpieces of Office’s suite of shape-creation and shape-formatting tools. They offer a multitude of options for modifying and enhancing shapes, such as specifying a shape’s fill, outline, and effects. The rest of this section focuses on the many shape-formatting options available on this tab.

## Working with Shape Quick Styles

One way to format a shape quickly is to apply a Quick Style. Quick Styles offer numerous fill, shading, and border options in colors that coordinate with your chosen theme.

To apply a Quick Style to a shape, follow these steps:

1. Select the shape to which you want to apply the style.
2. On the Drawing Tools – Format tab, click the down arrow to the right of the Shape Styles box to open the Shape Styles gallery, as shown in Figure 5.3.

**FIGURE 5.3**

*Choose a shape style that coordinates with your document theme.*

3. Pause your mouse over an available style to preview the style's effect on your shape.



**TIP** You can also open the Shape Styles gallery by right-clicking a shape and clicking the Style button that displays either below or above the contextual menu.

4. Optionally, click Other Theme Fills at the bottom of the gallery to open a palette of additional options, including several grayscale options.

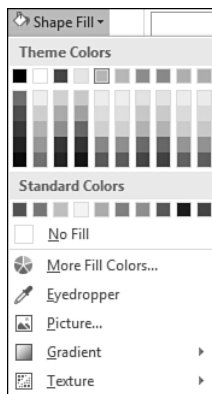


**TIP** As a shortcut, you can click one of the styles that display in the Shape Styles box on the tab itself without opening the gallery. The default view shows several possible styles.

5. Click a style to apply it to the selected shape.

## Specifying Shape Fill Color

To set a shape's fill color, select it, and on the Drawing Tools – Format tab, click the Shape Fill button. A palette displays, as shown in Figure 5.4.



**FIGURE 5.4**

*Add colors or patterns to fill an object.*

You can do any of the following in this palette:

- Apply one of the theme, recent, or standard colors. The theme colors are compatible with your chosen color scheme.
- Select No Fill to make the object transparent. You see the document background through the object.

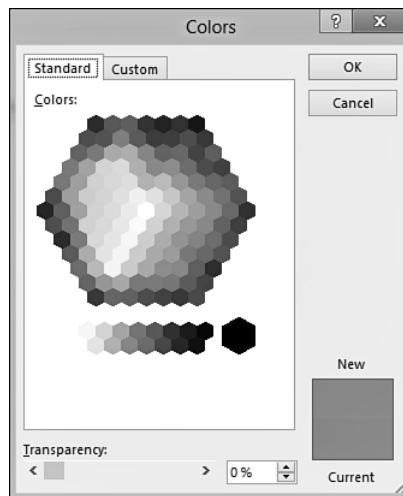
- Select More Fill Colors to open the Colors dialog box, where you can choose from many other colors or create a custom color.
- Select Eyedropper to choose a fill color by clicking an existing color on the screen. (This option is available only in PowerPoint.)
- Select Picture to fill your shape with a picture you select.
- Select Gradient to apply a light or dark gradient pattern.
- Select Texture to fill the shape with one of the available texture patterns in the gallery that appears.



**TIP** You can also access fill options by right-clicking a shape and clicking the Fill button that displays below the contextual menu.

## Using the Colors Dialog Box

Select More Fill Colors in the Shape Fill palette to open the Colors dialog box, as illustrated in Figure 5.5.



**FIGURE 5.5**

*Choose from many common colors in the Colors dialog box.*

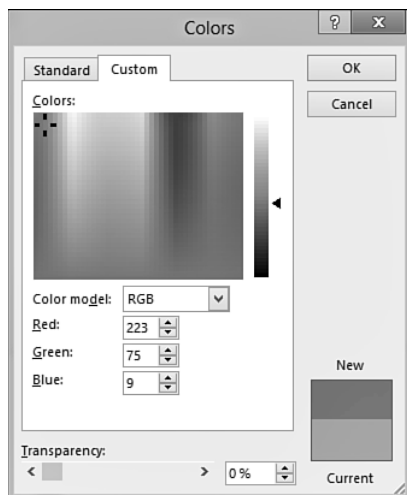
To choose a new color, select it in the palette on the Standard tab. The color appears in the New section of the preview box to contrast with the Current color. Click OK to keep the color or click Cancel to return to the original color.



**TIP** You can set transparency (making the color appear transparent) by dragging the Transparency scrollbar or by entering a specific transparency percentage. The higher the percentage, the more transparent the color, which enables things behind the object to show through.

## Using a Custom Color

To add a custom color, click the Custom tab on the Colors dialog box, as shown in Figure 5.6.



**FIGURE 5.6**

*Create a custom color to suit your exact needs.*

You can create a custom color in two ways. One way is to click and drag the crosshair in the Colors area until you find the color you want. The other way is to choose either RGB or HSL in the Color Model drop-down field and then adjust the color's level of red, green, and blue (for RGB) or hue, saturation, and luminance (for HSL). Click OK to keep the color or click Cancel to discard it.



**NOTE** *Red, green, and blue* represent the amount of each of these primary colors in the color you create. The RGB color wheel is based on projected light—the kind you see with computer screen projection.

*Hue* represents the actual color, *saturation* represents the color's intensity, and *luminance* represents the color's brightness. In general, the lower the number, the lighter or less intense the color is.

## Applying a Picture Fill

You can even fill an object with a picture. For example, you could create a shape such as a circle and fill it with a logo, product image, or photo.

To apply a picture fill, follow these steps:

1. Select the shape to which you want to apply the picture fill.
2. On the Drawing Tools – Format tab, click the Shape Fill button and then choose Picture from the menu.
3. In the Insert Pictures dialog box, do one of the following:
  - Click the Browse button next to the From a File field to open the Insert Picture dialog box, where you can select a picture on your computer to insert.
  - Enter keywords in the Search Office.com field and press the Enter key to search the Office.com online clip art collection.
  - Enter keywords in the Search Bing field to search Bing for relevant pictures.
  - Click the Browse button next to the SkyDrive field to insert a picture you stored on your SkyDrive account.
  - Click the Flickr button to insert a picture from your Flickr account.

See Chapter 4, “Working with Pictures,” to learn more about the Insert Pictures dialog box.



**CAUTION** Some pictures just don’t work well as fills. Look at yours carefully. If it doesn’t look good, press Ctrl+Z to undo it and then apply another fill.

## Applying a Gradient Fill

A gradient creates a smooth transition from one color to another, using gentle blending. To apply a gradient to a selected shape, on the Drawing Tools – Format tab, click the Shape Fill button and select Gradient from the menu. From the gallery that appears, you can apply a light or dark gradient. Pause your mouse over each available gradient to preview its effect. Click the gradient to apply to your document. To remove a gradient, select No Gradient in the gallery.



**TIP** For more gradient options, click More Gradients in the gallery to open the Format Shape pane. See “Using the Format Shape Pane,” later in this chapter, for more information.



## Applying a Textured Fill

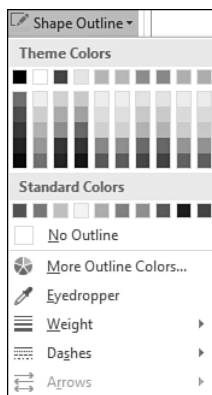
To apply a texture to a selected shape, on the Drawing Tools – Format tab, click the Shape Fill button and then choose Texture from the menu. Select your preferred texture from the gallery, pausing your mouse over each option to preview it.



**TIP** For more options, click More Textures in the gallery to open the Format Shape pane, described in the “Using the Format Shape Pane” section later in this chapter.

## Specifying Shape Outlines

To specify the outline of a shape—either a line or any other shape such as a circle or rectangle—select the shape and click the Shape Outline button on the Drawing Tools – Format tab. The Shape Outline palette appears, as shown in Figure 5.7.



**FIGURE 5.7**

*Specify the format of a shape's outline in the Shape Outline palette.*



**TIP** You can also access outline options by right-clicking a shape and clicking the Outline button that displays below the contextual menu.

Choose from the following options:

- Apply one of the theme or standard colors. The theme colors are compatible with your color scheme.
- Select No Outline to hide the existing line.
- Select More Outline Colors to open the Colors dialog box, where you can select from many other colors or create a custom color.

- Select Eyedropper to choose an outline color by clicking an existing color on the screen. (This option is available only in PowerPoint.)
- Select Weight to specify the outline weight—from  $\frac{3}{4}$  point to 6 points.
- Select Dashes to specify a dash style, such as square dot, dash dot, or long dash. Unless you create a thick outline, dashes probably won't be visible.
- Select Arrows to specify an arrow style. Note that this option is available only for open shapes with a distinct beginning and end such as lines, arrows, curves, freeforms, and scribbles.



**TIP** For more options, select More Lines or More Arrows from the Weight, Dashes, or Arrows menus to open the Format Shape pane, described in the “Using the Format Shape Pane” section later in this chapter.

## Applying Shape Effects

You can add shadow, glow, bevel, and 3-D effects to shapes by clicking the Shape Effects button on the Drawing Tools – Format tab. The Shape Effects menu offers numerous effect choices, each leading to a gallery of additional options.

Depending on the shape you select, not all options are available. To preview a potential shape effect, pause the mouse over it in the gallery.

Choose from the following shape effects:

- **Preset**—Apply one of 12 ready-made effects designed to work well with your shape.
- **Shadow**—Apply an outer, inner, or perspective shadow to the shape. Select No Shadow to remove the shadow.
- **Reflection**—Apply one of several reflection variations, such as half or full reflection. Selecting No Reflection removes the shape effect.
- **Glow**—Apply one of several glow variations in different colors and sizes. Select No Glow to remove the glow effect. Select More Glow Colors to open the Colors palette, where you can select another color. See “Using the Colors Dialog Box,” earlier in this chapter, for more information about colors.
- **Soft Edges**—Apply a soft edge, ranging in width from 1 to 50 points. Select No Soft Edges to remove the effect.
- **Bevel**—Apply one of several bevel options, such as a circle or divot. Select No Bevel to remove the effect.
- **3-D Rotation**—Apply a parallel, perspective, or oblique rotation to the selected shape. Remove the effect by selecting No Rotation.

## Editing Shapes

On the Drawing Tools – Format tab, click the Edit Shape button in the Insert Shapes group to open a submenu with the following choices:

- **Change Shape**—Change the applied shape to another shape available in the Shapes gallery.
- **Edit Points**—Edit the points of selected shapes. This enables you to select and drag a shape's existing points to create a new shape design.
- **Reroute Connectors**—Force a connector (line connecting two shapes) to be the shortest distance. Be aware that although doing this creates a more direct connection, the connector might overlap other shapes or text.



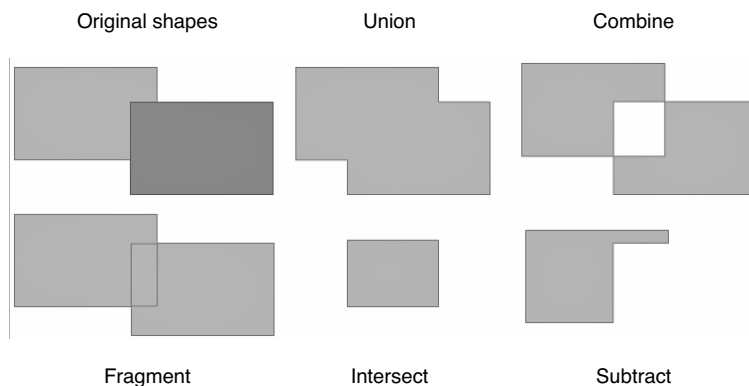
**CAUTION** Be aware that depending on the type of shape you select, not all editing options are available.

## Merging Shapes

Office 2013 introduces the capability to merge shapes. This feature is available only in PowerPoint.

To merge two or more selected shapes, follow these steps:

1. Select the shapes you want to merge.
2. On the Drawing Tools – Format tab, click the Merge Shapes button. (It's a small button in the Insert Shapes group.)
3. From the menu that displays, specify the merge option you want to apply: Union, Combine, Fragment, Intersect, or Subtract. Figure 5.8 shows several examples of these merge options.



**FIGURE 5.8**

*Try out some creative shape merge options.*

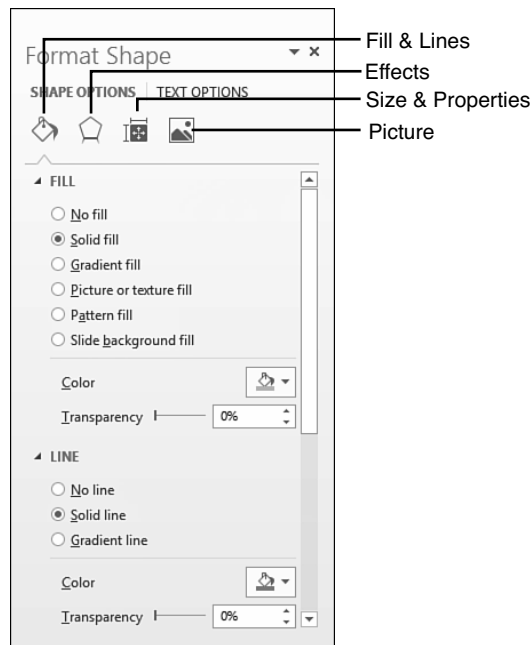
## Using the Format Shape Pane

You can use the Format Shape pane to apply numerous formatting changes all in one place. The Format Shape pane duplicates some of the functions available on the Drawing Tools – Format tab, but also has some special features of its own.



**NOTE** If you select a picture to format, the name of the pane is Format Picture, but contains many of the same features as the Format Shape pane.

To open the Format Shape pane, right-click a shape and choose Format Shape from the menu that displays. Figure 5.9 shows the Format Shape pane.



**FIGURE 5.9**

*The Format Shape pane enables you to make many changes in one place.*

The specific buttons and fields available on the Format Shape pane vary by application, but in general you can apply

- A variety of fill and line options. You can also modify transparency, customize gradient presets, and change the scale and alignment of picture and texture fills.
- Special effects, including shadow, reflection, glow, soft edge, and 3-D effects.

- Text and picture effects (available only for shapes with picture or texture fills), including text box formatting and picture color correction and cropping.

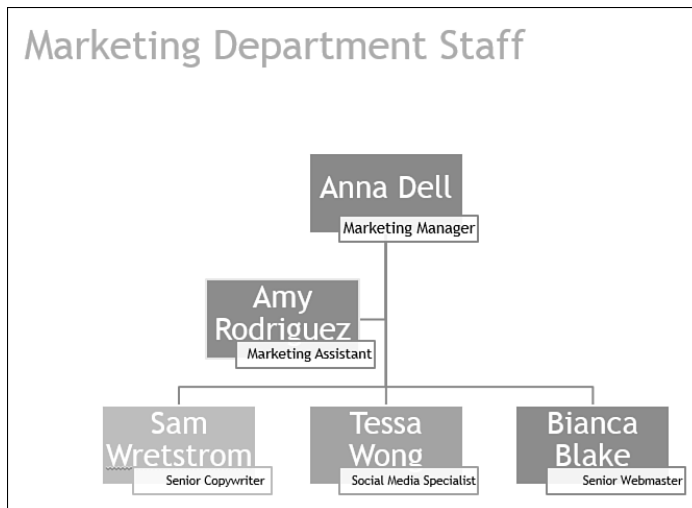
## Working with SmartArt Graphics

SmartArt takes the power and flexibility of shapes one step further. SmartArt enables you to combine shapes and text to create informative lists, matrices, pyramids, and more. Then, using Office's shape and text formatting options, you can create a custom graphic that both conveys your message and gives your document an extra polish.



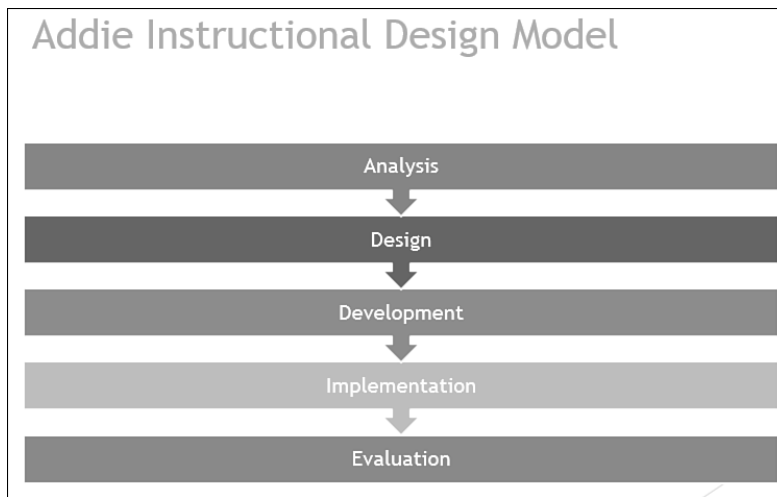
**NOTE** SmartArt isn't available in OneNote.

For example, you can create a detailed organization chart with SmartArt (see Figure 5.10). Or you can create a graphic that explains a step-by-step process (see Figure 5.11).



**FIGURE 5.10**

*Use one of SmartArt's many organization chart layouts.*

**FIGURE 5.11**

*Highlight a process.*

Table 5.1 lists SmartArt types, each offering a variety of layouts to choose from.

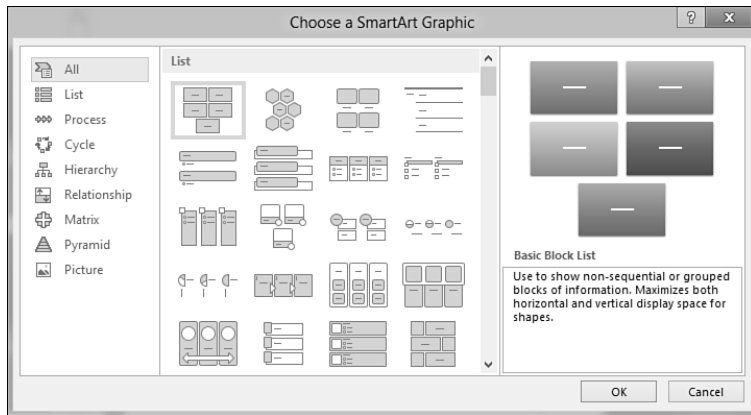
**TABLE 5.1** SmartArt Types

Choose This SmartArt Type	To Display
List	Nonsequential data
Process	Steps in a process or a sequential timeline
Cycle	An ongoing process
Hierarchy	Hierarchical data such as an organizational chart
Relationship	Connected data
Matrix	Parts in relation to a whole
Pyramid	Proportions from small to large
Picture	A graphical representation of data

## Inserting a SmartArt Graphic

To insert a SmartArt graphic, follow these steps:

1. On the Insert tab, click the SmartArt button. The Choose a SmartArt Graphic dialog box opens (see Figure 5.12).

**FIGURE 5.12**

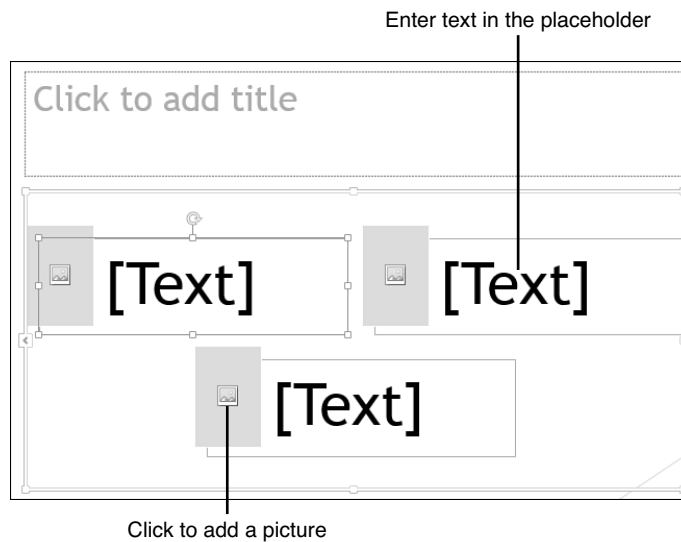
*Choose from a variety of SmartArt graphic layouts.*

2. Select the button for the SmartArt layout types you want to view. Alternatively, select the All button to scroll through a list of all options. Refer to Table 5.1 for an explanation of each SmartArt type.



**NOTE** If you're new to SmartArt, it's often difficult to determine which graphic best suits your needs. When you click each graphic icon in the Choose a SmartArt Graphic dialog box, the right side of the screen displays a detailed example of the selected SmartArt graphic and describes its use in the box below. Reviewing all your options at least once gives you a clearer idea of what's available and can provide some inspiration as well.

3. Select the icon for the graphic type you want to insert and click the OK button. The graphic displays in your document (see Figure 5.13).

**FIGURE 5.13**

*Your initial SmartArt graphic is blank, awaiting your content.*

Each SmartArt graphic includes text placeholders where you can enter the appropriate text. To enter text, click the [Text] placeholder and start typing. If you enter more text than the shape can hold, Office resizes the text. You can also enter text in the Text pane, described in the “Using the Text Pane” section, later in this chapter. If you choose a graphic that includes pictures, click the picture placeholder to open the Insert Pictures dialog box.

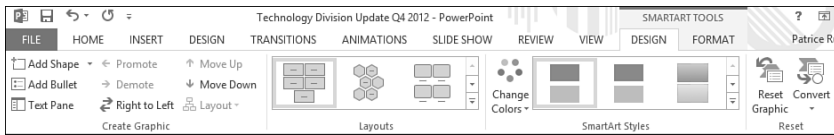
Office offers two contextual tabs that enable you to modify the design and format of your SmartArt graphics: the SmartArt Tools – Design tab and the SmartArt Tools – Format tab.

Note that these contextual tabs display only when you have selected a graphic. If they disappear, select your graphic again to view them. Also, be aware that depending on your choice of SmartArt graphic, not all options are available on the SmartArt Tools tabs.

## Using SmartArt Design Tools

The SmartArt Tools – Design tab, shown in Figure 5.14, enables you to create additional graphic objects, specify layout and style options, and convert your SmartArt graphic to other formats.



**FIGURE 5.14**

*The SmartArt Tools – Design tab is one of two SmartArt Tools contextual tabs.*

## Adding a Shape to a SmartArt Graphic

Although SmartArt graphics already contain shapes by default, you can add more shapes if you need. For example, you could create a basic cycle graphic, which comes with five shapes, and then decide you need to add a sixth.

To add a shape to a SmartArt graphic, follow these steps:

1. Select the SmartArt graphic to which you want to add a shape.
2. On the SmartArt Tools – Design tab, click the down arrow to the right of the Add Shape button to display a menu of options.
3. Select from the following menu choices:
  - **Add Shape After**—Add an identical shape after a selected shape.
  - **Add Shape Before**—Add an identical shape before a selected shape.
  - **Add Shape Above**—Add an identical shape above a selected shape.
  - **Add Shape Below**—Add an identical shape below a selected shape.
  - **Add Assistant**—Add an assistant shape to an organization chart.



**NOTE** The options available are based on your choice of SmartArt. For example, the Add Assistant menu option is available only if your graphic is an organization chart.

If you want to place an additional shape in the default location for your graphic type (such as at the end of a list), you can click the Add Shape button directly, without viewing the menu options.

## Adding Bullets

If your SmartArt graphic supports bulleted lists, you can add a text bullet by clicking the Add Bullet button on the SmartArt Tools – Design tab. You must select a specific graphic object for this button to become active.

## Using the Text Pane

Although you can enter text directly on your SmartArt graphic, using the Text pane is a good idea if you have a lot of text or your graphic is more complex.

To open the Text pane, click the Text Pane button on the SmartArt Tools – Design tab.

In this pane, you can enter and revise text, use the buttons in the Create Graphic group to promote or demote objects, and edit any pictures if you selected a graphic type that includes pictures.

To close the Text pane, click the Close button (x) in the upper-right corner or click the Text Pane button on the SmartArt Tools – Design tab again, which acts as a toggle.

## Organizing SmartArt Content

The Create Graphic group on the SmartArt Tools – Design tab (refer to Figure 5.14) also includes several buttons that help you organize the content in your graphic. For example, you can promote, demote, or reorder objects to customize your graphic exactly the way you want. Be aware that like other options on the SmartArt Tools – Design tab, the availability of these buttons depends on your graphic type and what object is selected.

The buttons include the following:

- **Promote**—Move selected object up a level. You can also use this with the Text pane.
- **Demote**—Move selected object down a level. You can also use this with the Text pane.
- **Right to Left**—Change layout from the right to the left.
- **Move Up**—Move selected object up in a sequence.
- **Move Down**—Move selected object down in a sequence.
- **Layout**—Modify the layout of an organization chart, such as displaying subordinates to the left or to the right.

## Modifying Your SmartArt Layout

The Layouts group on the SmartArt Tools – Design tab offers several layout options that you can apply to your SmartArt graphic. Three options appear on the tab itself, but you can click the down arrow to the right of the group to open a gallery of additional options. Pause the mouse over each option to preview it.

These layouts correspond to the layouts that appear on the Choose a SmartArt Graphic dialog box.

## Changing SmartArt Colors

If you don't like your graphic's default color scheme, you can quickly change it by clicking the Change Colors button on the SmartArt Tools – Design tab.

You can choose a primary theme color, select something more colorful, or opt for one of your theme's accent colors.

## Applying a SmartArt Style

If you want to quickly dress up your SmartArt graphic, apply one of the many ready-made styles designed to complement your chosen theme. To do so, select a style in the SmartArt Styles group on the SmartArt Tools – Design tab. For more options, click the down arrow to display a gallery where you can choose a style that's a good match for your document, or try out a 3-D style.

## Resetting a SmartArt Graphic

If you've made a lot of changes to your SmartArt graphic and decide you don't like what you've done, click the Reset Graphic button on the SmartArt Tools – Design tab. Office deletes all the formatting changes you've made to your graphic and restores its original format. It doesn't delete any text you've added, however.

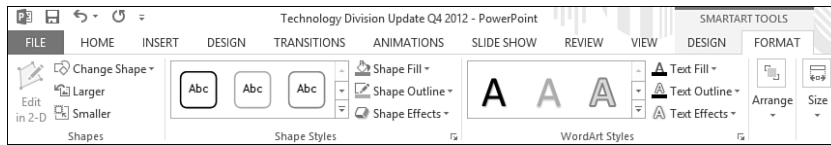
## Converting a SmartArt Graphic

If you decide that you don't want to use a SmartArt graphic you created but would like to retain your text as a bulleted list, click the Convert button on the SmartArt Tools – Design tab and then select Convert to Text from the menu.

Another option is to convert your SmartArt graphic to a shape so that you can take advantage of shape-formatting options. To do this, click the Convert button and then select Convert to Shapes from the menu.

## Formatting SmartArt Graphics

The SmartArt Tools – Format tab, as shown in Figure 5.15, offers numerous SmartArt formatting options, many of which are shared with other objects.

**FIGURE 5.15**

*Create a custom look with the options on the SmartArt Tools – Format tab.*

On this tab, you can perform the following tasks:

- Edit a 3-D graphic in 2-D.
- Format and change individual SmartArt shapes.
- Apply shape style, fills, outlines, and effects.
- Apply WordArt styles, fills, outlines, and effects to SmartArt text. Learn more in Chapter 3, “Working with Text.”
- Arrange SmartArt objects, such as moving objects forward and backward and aligning, grouping, and rotating objects.
- Change the height and width of your SmartArt graphic by clicking the Size button.

## Editing in 2-D

If you applied a 3-D style to your SmartArt graphic, you can temporarily return to 2-D to edit it by clicking the Edit in 2-D button on the SmartArt Tools – Format tab. When you finish editing, click this button again to return to your 3-D style.

## Changing the Appearance of SmartArt Shapes

Although SmartArt graphics include default shapes, you might prefer a different shape. For example, if you select a Basic Block List, your graphic includes several basic rectangles. Your preference, however, might be rounded rectangles.

To change the appearance of the shapes in your SmartArt graphic, follow these steps:

1. Select the shape or shapes you want to change. To select multiple shapes, press the Ctrl key while clicking the shapes you want to change.
2. On the SmartArt Tools – Format tab, click the Change Shape button. A gallery of shape options appears (refer to Figure 5.1).
3. Select the shape option you prefer to change your selected shapes.

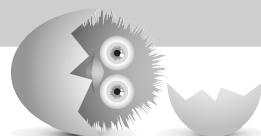
## Resizing Shapes

If you want to resize selected shapes on your graphic, click either the Larger or Smaller button on the SmartArt Tools – Format tab. You can continue clicking these buttons until you reach your desired size.

## THE ABSOLUTE MINIMUM

Here are the key points to remember from this chapter:

- Office enables you to insert a variety of shapes, including lines, arrows, rectangles, circles, squares, callouts, and more.
- The Drawing Tools – Format tab provides an extensive array of shape-formatting tools.
- Using the Format Shape pane is another option for modifying and customizing shapes.
- SmartArt graphics combine shapes and text to create informative, eye-catching content.



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