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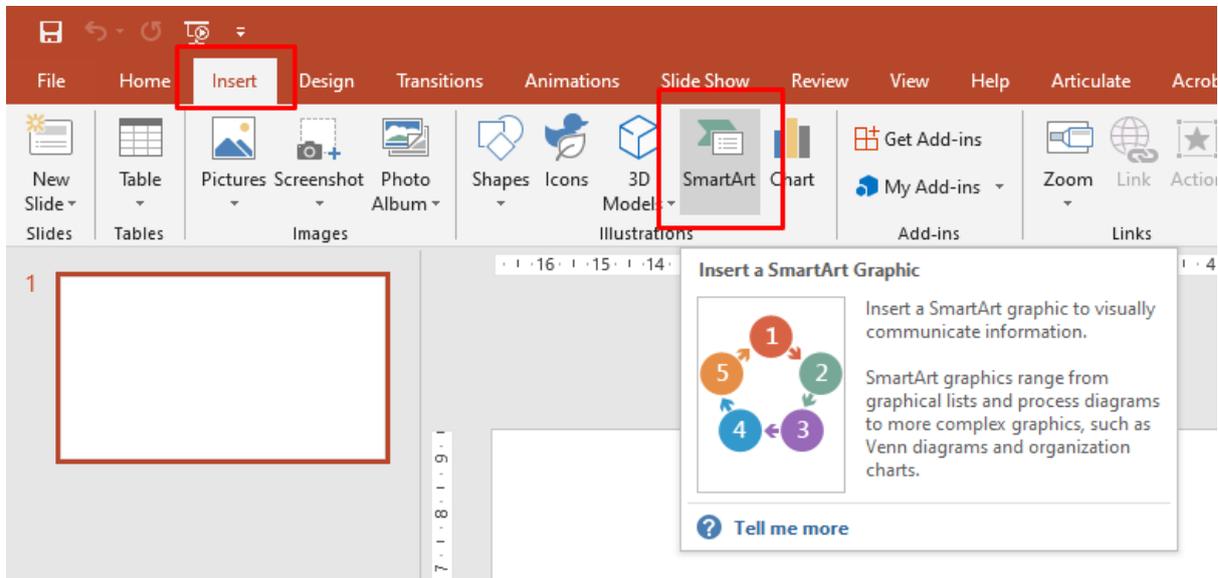
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## How to use the SmartArt Graphic Gallery

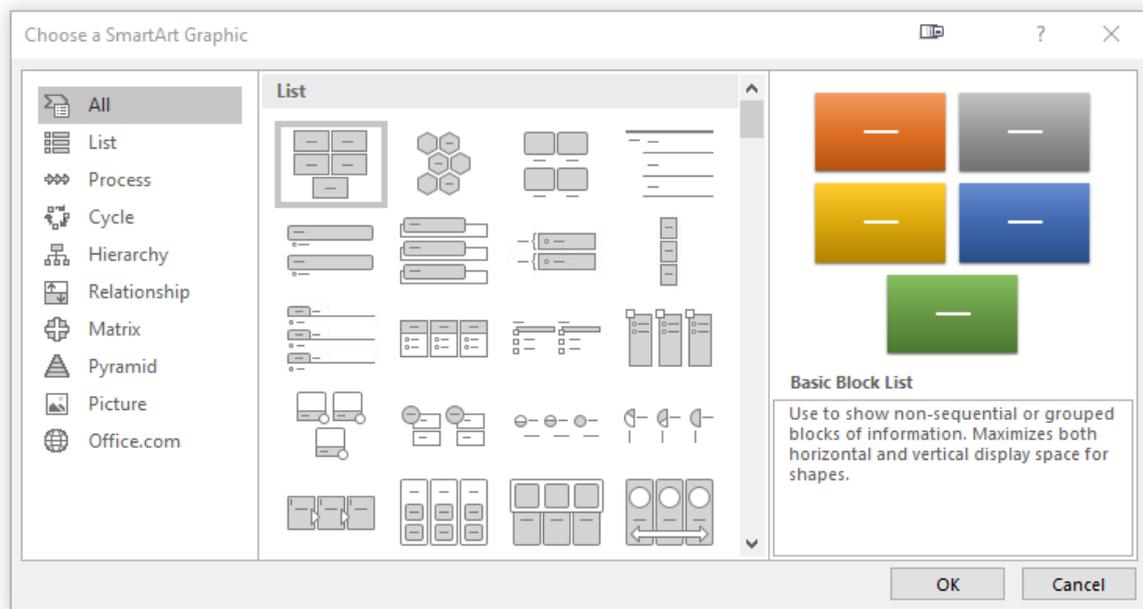
Each SmartArt layout provides a different way to express your content and enhance your message. Some layouts simply add visual polish to a bulleted list, and other layouts (such as organization charts and Venn diagrams) are designed to portray specific kinds of information.

### SmartArt Graphic Gallery

To insert a SmartArt graphic from the Gallery, click the SmartArt button on the Insert menu, (see Fig. 1).



**Fig. 1: Accessing the SmartArt Graphic gallery.**



**Fig. 2: SmartArt Graphic gallery.**

The Choose a SmartArt Graphic gallery (see Fig. 2) displays all available layouts broken into eleven different types — All, List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, Picture and Office.com. The Office.com type shows additional layouts available on Office.com. After you've chosen the SmartArt graphic that's right for you, you can edit and customize it to further meet your needs. The following section provides guidance on each SmartArt type.

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## List

If you want bulleted text to stand out, you can easily transfer text to shapes that you can colour, give dimension to, and emphasize with visual effects or animation. By using a layout in the List type, your main points gain visibility and impact in colourful shapes that emphasize their importance. As the example (see Fig. 3) illustrates, a bulleted list can be much more dramatic when you convert it to a SmartArt graphic.

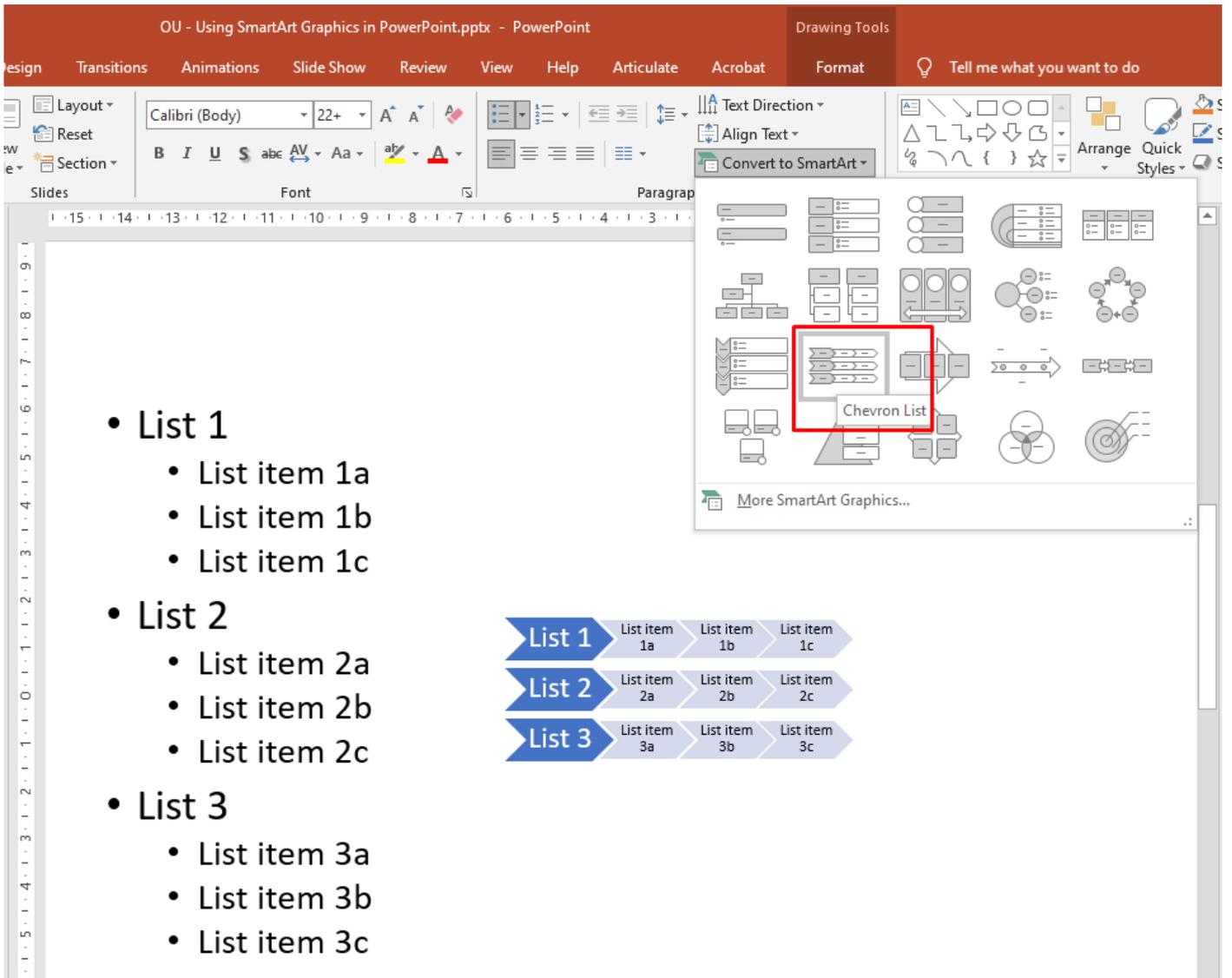
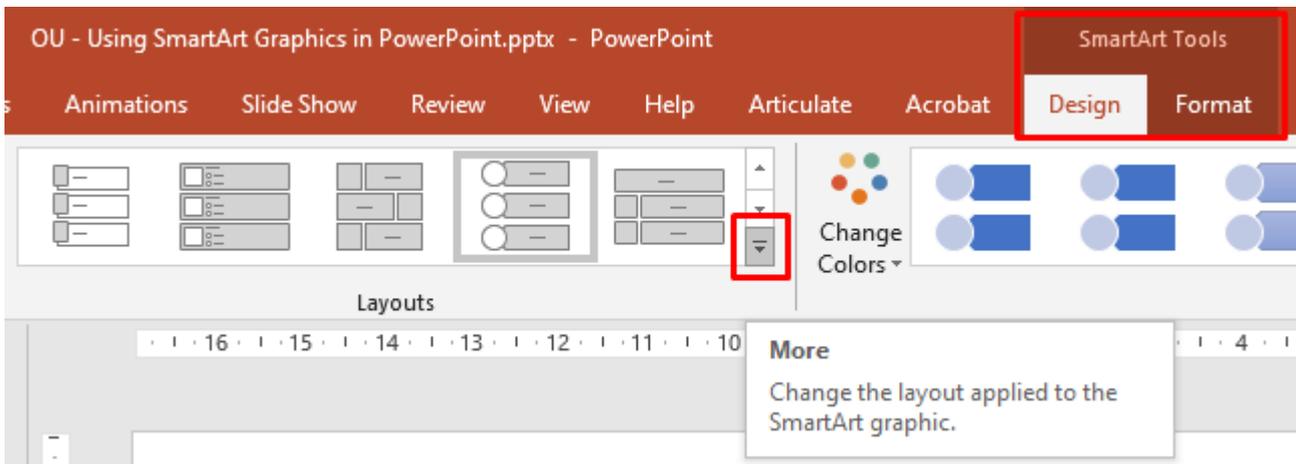
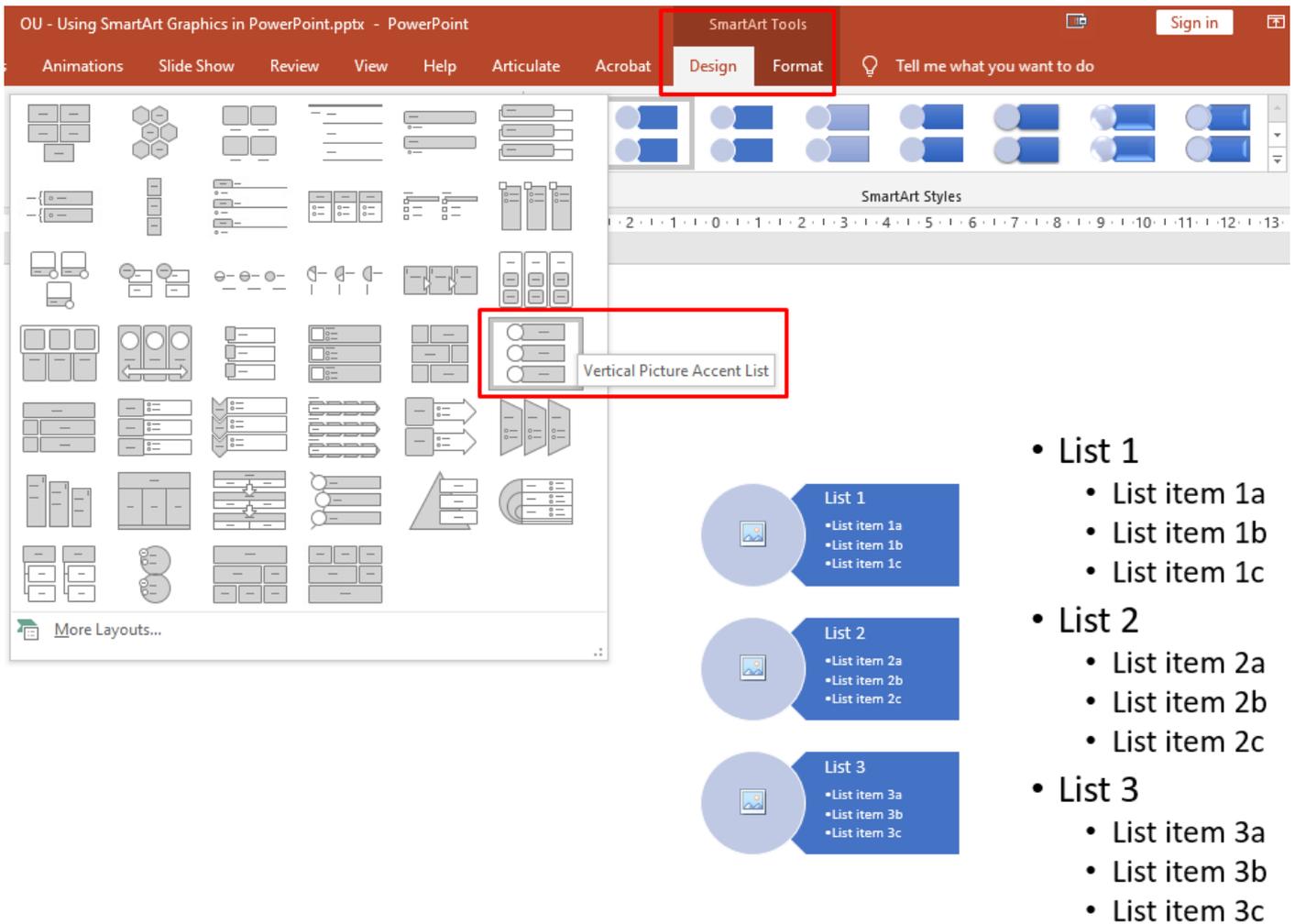


Fig. 3: Bulleted List converted to a Chevron List

To change the layout of a SmartArt Graphic, select the SmartArt graphic, once the graphic is selected the SmartArt Tools option appears on the menu, choose a new layout from the Layouts section (see Fig. 4).

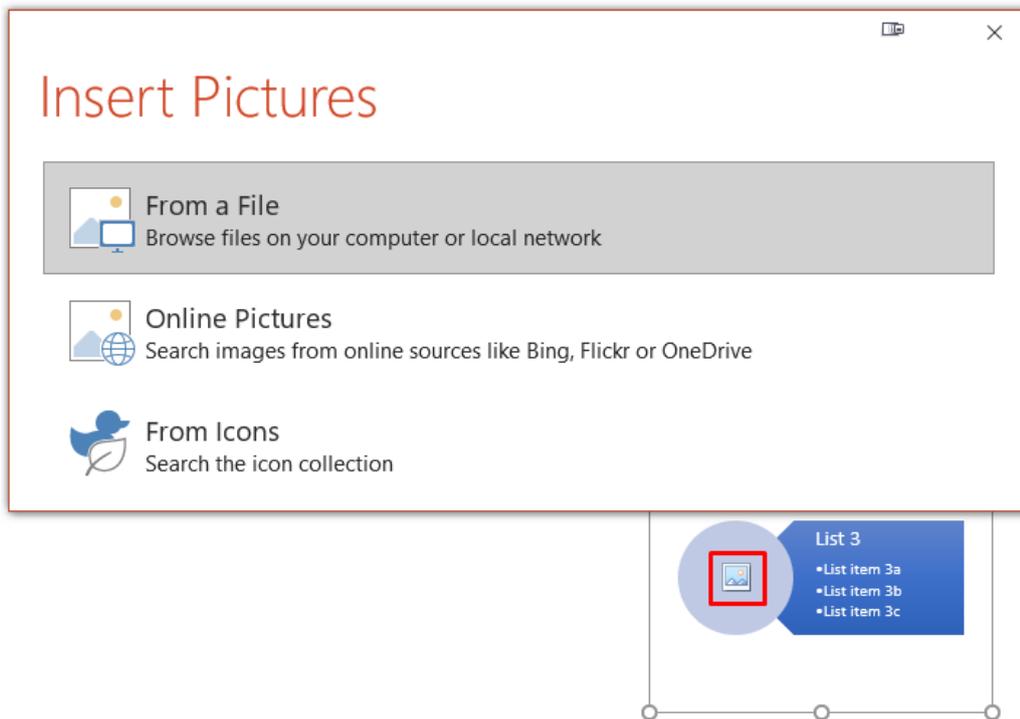


Some List layouts include picture shapes so that you can accent your text with a small picture or drawing (see Fig. 5).



**Fig. 5: Vertical Picture Accent List SmartArt Graphic**

To add pictures to the list, click placeholder image icon (highlighted in Fig. 6), then choose the location of your picture.



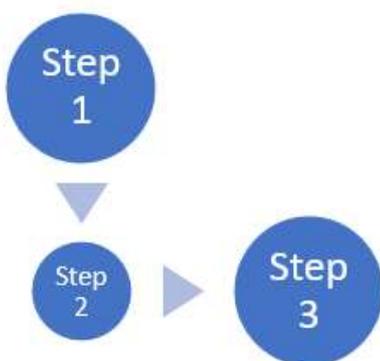
- List 1
  - List item 1a
  - List item 1b
  - List item 1c
- List 2
  - List item 2a
  - List item 2b
  - List item 2c
- List 3
  - List item 3a
  - List item 3b
  - List item 3c

**Fig. 6: Changing the layout of a SmartArt Graphic**

**Tip:** Instead of putting large amounts of text into a SmartArt graphic, put only the main points into the SmartArt graphic, and then have another slide or document that expounds on your main points.

### Process

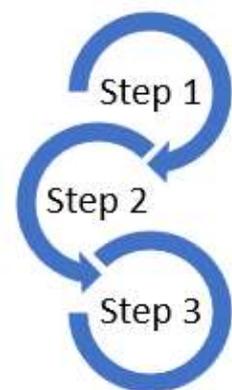
Unlike List layouts, layouts in the Process type usually have a directional flow and are used to illustrate steps or stages in a process or workflow, such as sequential steps for completing a task, general phases in the development of a product, or a timeline or schedule. Use Process layouts when you want to show how steps or phases follow one another to produce a result. Process layouts are available showing a process in vertical steps, horizontal steps, or a bending combination.



**Fig. 7: Circular Bending Process**



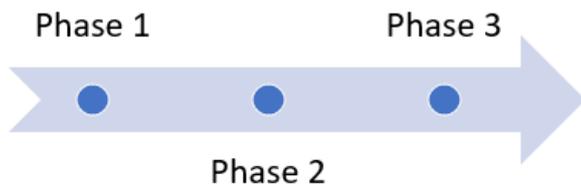
**Fig. 8: Basic Process**



**Fig. 9: Circle Arrow Process**

You can also use Process layouts to show major dates in a production schedule or a timeline with milestone markers. Another layout that works well for showing dates or numbered steps is the Process Arrows layout. You can place numbers or dates in the primary shapes (circles) and text for the steps in the accompanying arrow shapes.

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**Fig. 10: Basic Timeline**



**Fig. 11: Process Arrows**

### Cycle

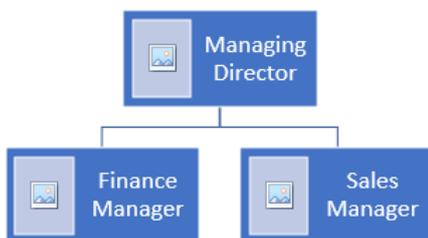
Although you can use a Process layout to communicate step-by-step information, a layout in the Cycle type usually illustrates a circular or repetitive process. You can use Cycle layouts to show product or animal life cycles, teaching cycles, repeated or ongoing processes (such as a continuous writing and publishing cycle for a Web site), or an employee's annual goal-setting and performance review cycle.



**Fig. 12: Basic Cycle**

### Hierarchy

Perhaps the most common usage for layouts in the Hierarchy type is a company organization chart, but Hierarchy layouts can also be used to show decision trees, family trees, or a family of products. To add pictures to the hierarchy, click placeholder image icon, then choose the location of your picture.



**Fig. 13: Picture Organisation Chart**

### Relationship

Layouts in the Relationship type show nonprogressive, non-hierarchical relationships between parts (such as interlocking or overlapping concepts) and typically depict conceptual relationships or connections between two or more sets of things. Good examples of Relationship layouts are Venn diagrams, which show how areas or concepts

overlap and come together at a center intersection; target layouts, which show containment; and radial layouts, which show relationships to a central core or concept.

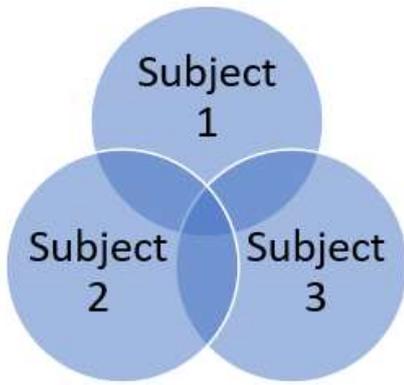


Fig. 14: Basic Venn

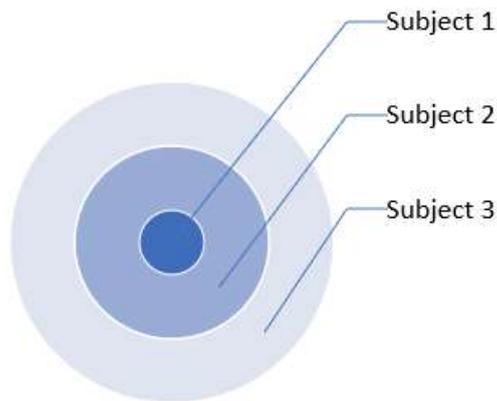


Fig. 15: Basic Target

### Matrix

Layouts in the Matrix type usually classify information and are two-dimensional. They are used to show the relationship of parts to a whole or to a central concept. Matrix layouts are a good choice if you have four or fewer key points and large amounts of text.

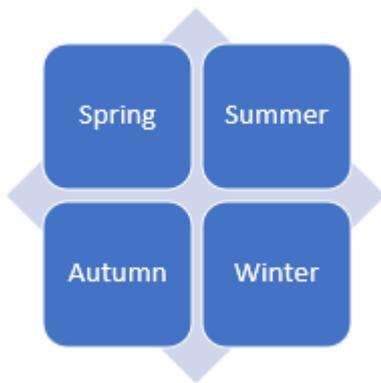


Fig. 16: Basic Matrix



Fig. 17: Cycle Matrix

## Pyramid

Layouts in the Pyramid type show proportional or hierarchical relationships that typically build upward. They work best with information that you want to show from top to bottom or from bottom up. If you want to show a horizontal hierarchy, you should choose a Hierarchy layout. You can also use Pyramid layouts to convey conceptual information, such as the Pyramid List layout that allows you to type text in shapes outside of the pyramid.

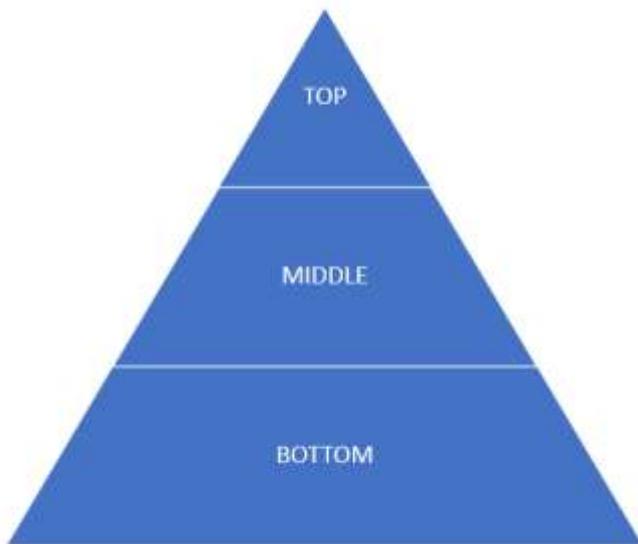


Fig. 18: Basic Pyramid

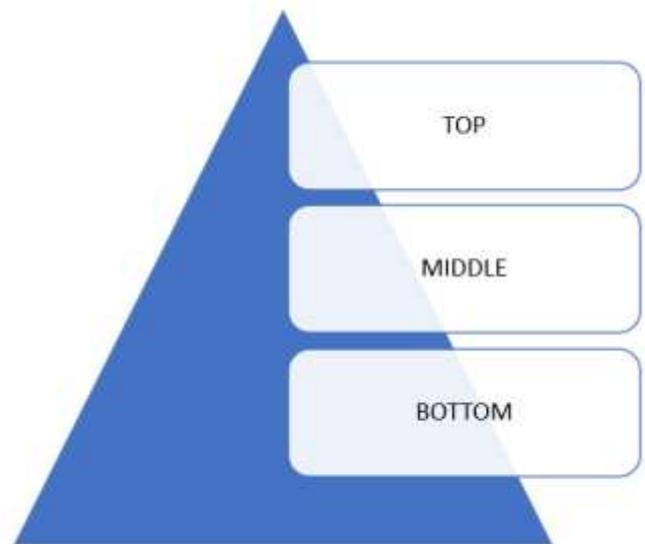


Fig. 19: Pyramid List

## Picture

Layouts in the Picture type are used when you want a picture to convey your message with or without explanatory text or you want to use pictures to complement a list or process.



Fig. 20: Bending Picture Caption

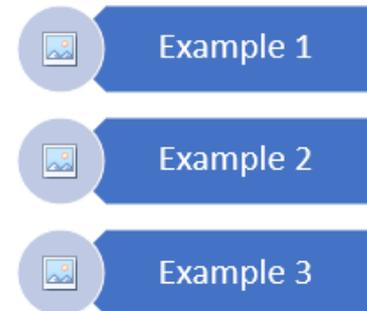


Fig. 21: Vertical Picture Accent List

## Add alternative text to a shape, picture, chart, SmartArt graphic

You can create alternative text (Alt Text) for shapes, pictures, charts, SmartArt graphics, or other objects in your Office document. Alt Text helps people with visual impairments understand pictures and other graphical content. When someone uses a screen reader to view documents, they will hear Alt Text; without Alt Text, they will only know they've reached a picture without knowing what the picture shows.

### How to add Alt Text

Perform the following steps to add alternative text to a shape, picture, chart, SmartArt graphic, or other object in your document.

1. Do one of the following:

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- Right-click the object and select **Edit Alt Text**.
- Select the object. Select **Format > Alt Text**.

**Note:** To add alt text to the entire SmartArt graphic or chart, click the border of the SmartArt graphic or chart, and not an individual shape or piece.

2. In the **Alt Text** pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it.

### Mark visuals as decorative

If your visuals are purely decorative and add visual interest but aren't informative, you can mark them as such without needing to write any alt text. Examples of objects that should be marked as decorative are stylistic borders. People using screen readers will hear that these objects are decorative so they know they aren't missing any important information.

1. To open the **Alt Text** pane, do one of the following:
  - Right-click an image, and then select **Edit Alt Text**.
  - Select an image, select **Format > Alt Text**.
2. Select the **Decorative** check box. The text entry field becomes greyed out.