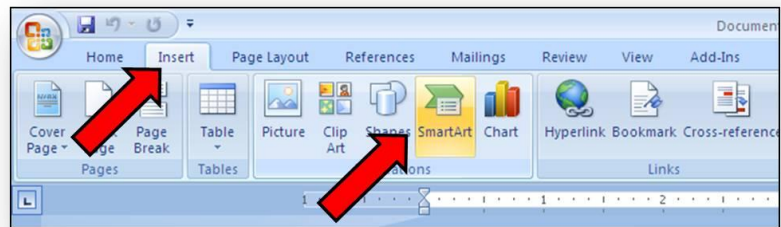


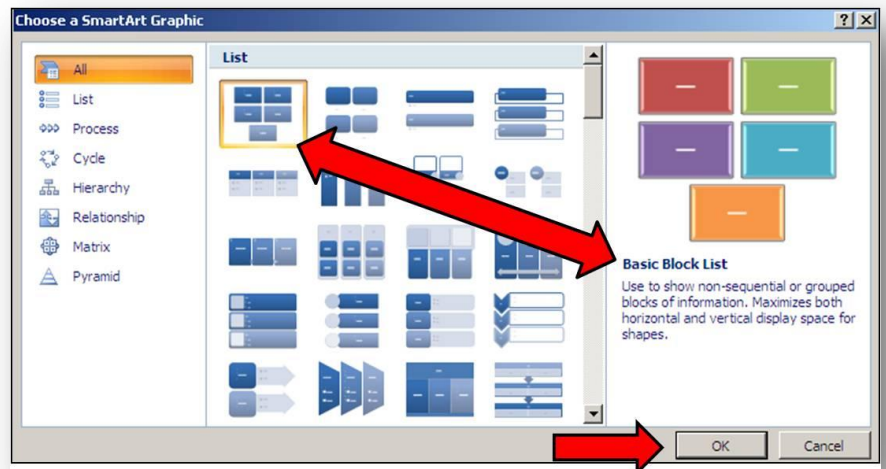
Creating Graphic Organizers using SmartArt

SmartArt is one of the new features that is packed into Microsoft Office 2007 (Word, PowerPoint, and Excel). **SmartArt** is a great way to visually communicate information. With just a few clicks, you can create your own customized **charts**, **diagrams**, and **graphic organizers** to enhance your lessons. Follow the directions below to get started.

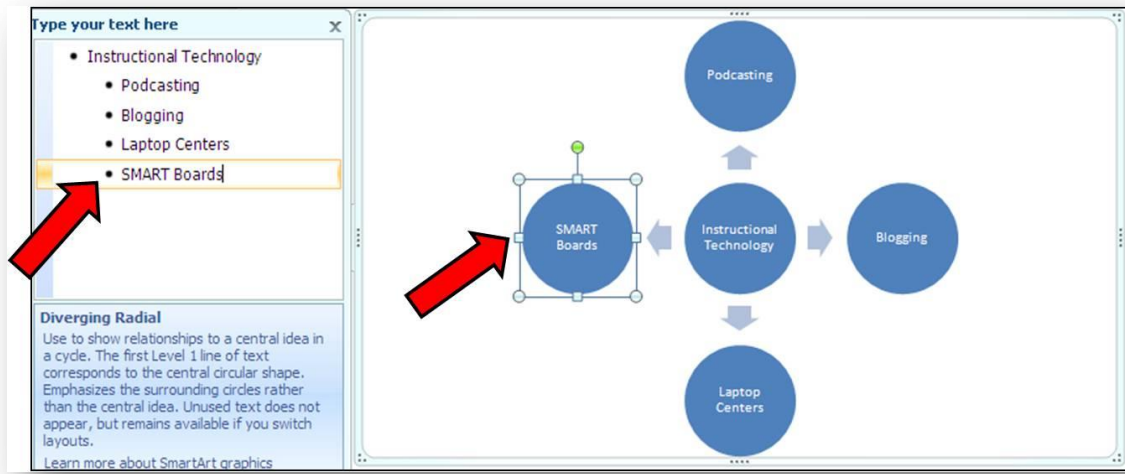
1. Open a Microsoft Office application (Word, PowerPoint, Excel).
2. Click on the **Insert** tab then select **SmartArt**.



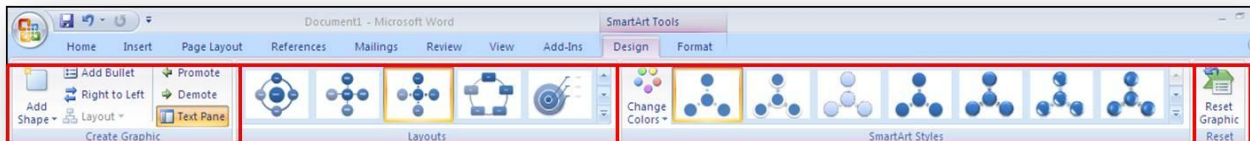
3. Scroll through the available **SmartArt** graphics. To view a description of any of the graphics, **left-click** on the graphic. You should see a brief summary about the selected graphic on the right hand side of the dialog box. Click **OK** to make your selection.



4. Enter your text in the outline on the left hand side or manually enter it into the diagram shapes.



5. Use the **SmartArt Tools** to add additional shapes and to change your **layout, colors, and styles**. If you do not like your changes, you can also **reset your graphic**.



6. When you are finished making changes to your diagram, click outside of the diagram border. This will allow you to continue working on other parts of your document.

