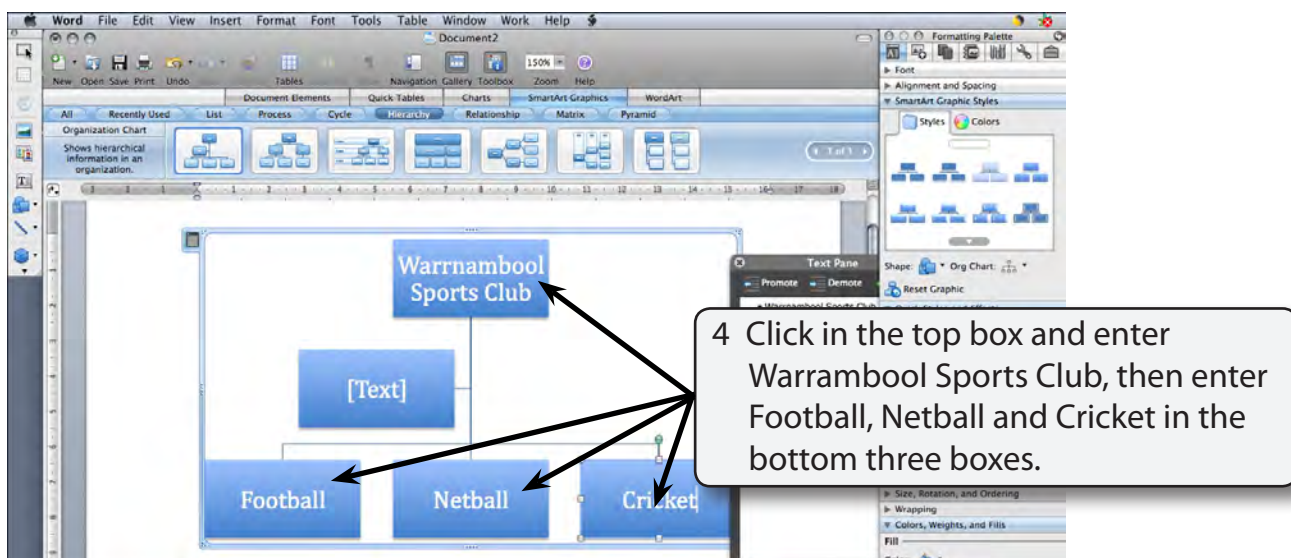
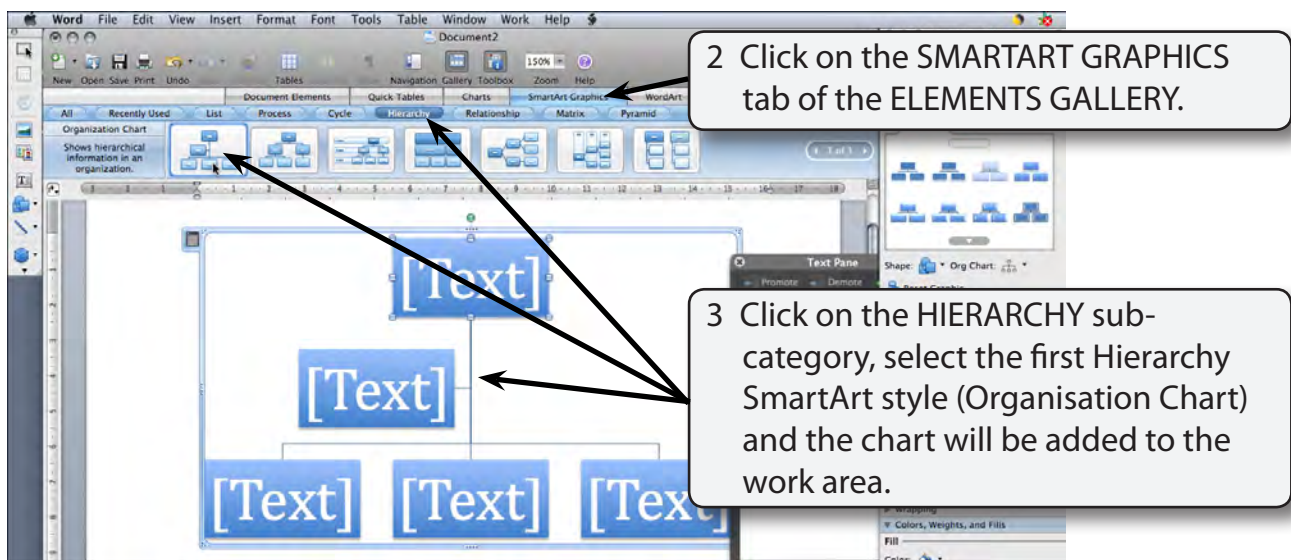


SmartArt Graphics

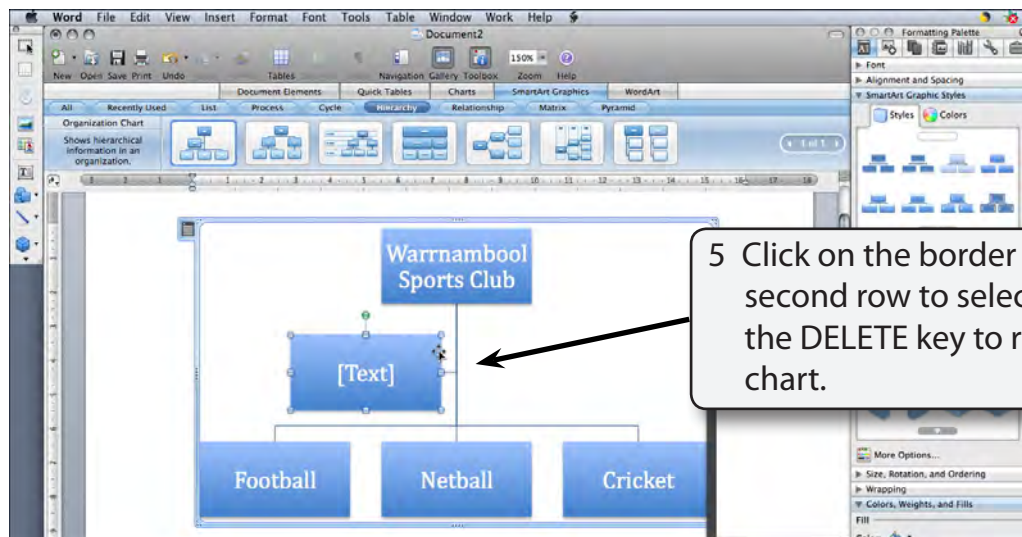
SmartArt Graphics allows you to insert predrawn diagrams such as organisation charts, relationship diagrams, pyramid charts and the like.

Creating an Organisation Chart

- 1 Start a new Microsoft Word document.



NOTE: You can enter the text in the TASK PANE if you prefer.

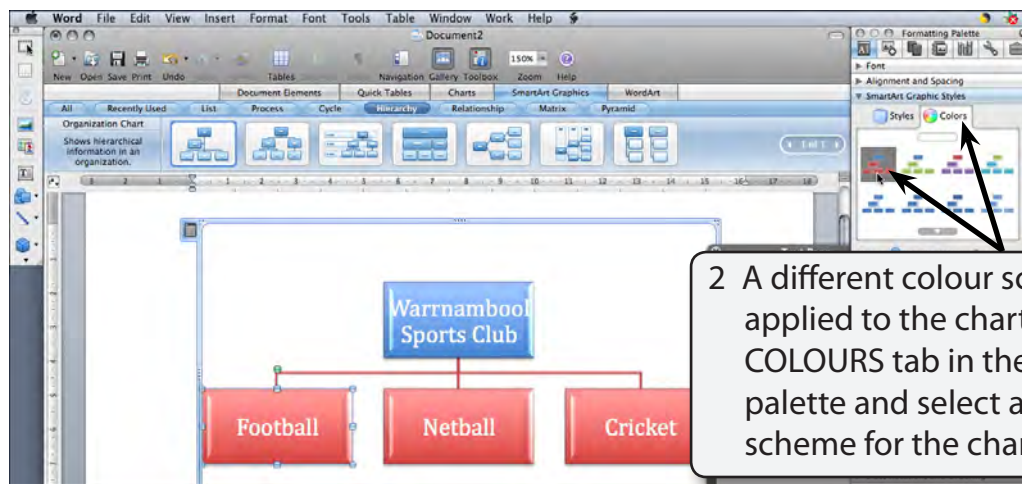


5 Click on the border of the box in the second row to select it then press the DELETE key to remove it from the chart.

Formatting the Chart



1 Select a different style for the chart from the STYLES section of the SMARTART GRAPHIC STYLES panel in the FORMATTING palette.



2 A different colour scheme can be applied to the chart. Click on the COLOURS tab in the FORMATTING palette and select a different colour scheme for the chart.