Using your Smarts in PowerPoint

Using Smart Art in PowerPoint can be a great way to turn an information heavy slide into a more visually appealing presentation that also does not look bullet point heavy.

Follow the steps below to begin using PowerPoint Smart Art:

**Step 1**
Watch the Video below by clicking on the image (ctrl+click to open to the video in your browser) to learn how to use Smart Art:

**Step 2**
Open the PowerPoint Presentation you intend to use in your classroom

**Step 3**
Decide what text or existing bullet points could be more effectively presented and turn into SmartArt.
Step 4
Click on the INSERT Tab > SMART ART

Step 5
Choose the visual that best suits your content OR Insert a new slide

Step 6
Click on the arrow icon to open SMARTART TOOLS TAB

Step 7
Choose the visual that best suits your content

Step 8
Click on the graphic and add content

Step 9
Choose format and color via the SMARTART TOOLS tab.

Try the following workflow:

Choose SmartArt  Add text  Choose Graphics Format  Choose Colour

Tips:

- You can always change the format if you don’t like your original choice.
- Think about the message you are trying to convey.
- Will the Smart Art you chose help this to happen?
- Choose the same format and color for all Smart Art in your presentation