

Charts and diagrams I: SmartArt graphics

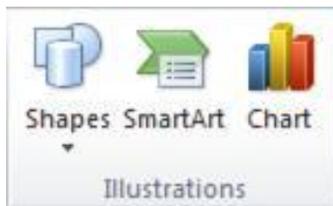
Quick Reference Card

Convert slide text to SmartArt

1. Click the text box that contains the text that you want to convert.
2. On the **Home** tab, in the **Paragraph** group, click **Convert to SmartArt Graphic** .
3. In the gallery, click the layout for the SmartArt graphic that you want.

Create a SmartArt graphic that visualizes text

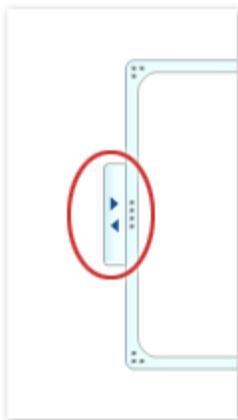
1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.



2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
 - Click **[Text]** in the Text pane, and then type your text.
 - Copy text from another location or program, click **[Text]** in the Text pane, and then paste your text.

Notes

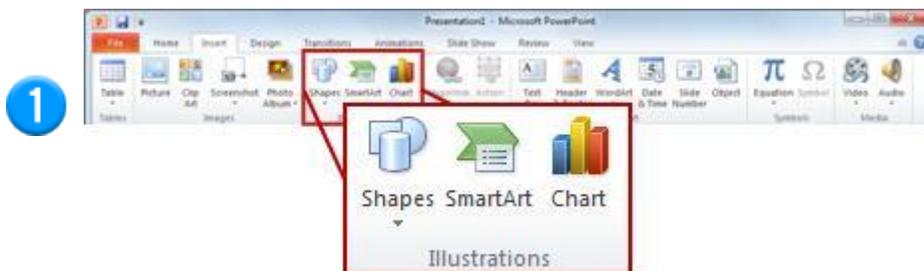
- If the Text pane is not visible, click the control.



- To add text in an arbitrary position close to or on top of your SmartArt graphic, on the **Insert** tab, in the **Text** group, click **Text Box** to insert a text box (text box: A movable, resizable container for text or graphics. Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.). If you want only the text in your text box to appear, right-click your text box, click **Format Shape** or **Format Text Box**, and then set the text box to have no background color and no border.
- Click in a box in the SmartArt graphic, and then type your text. For best results, use this option after you add all of the boxes that you want.

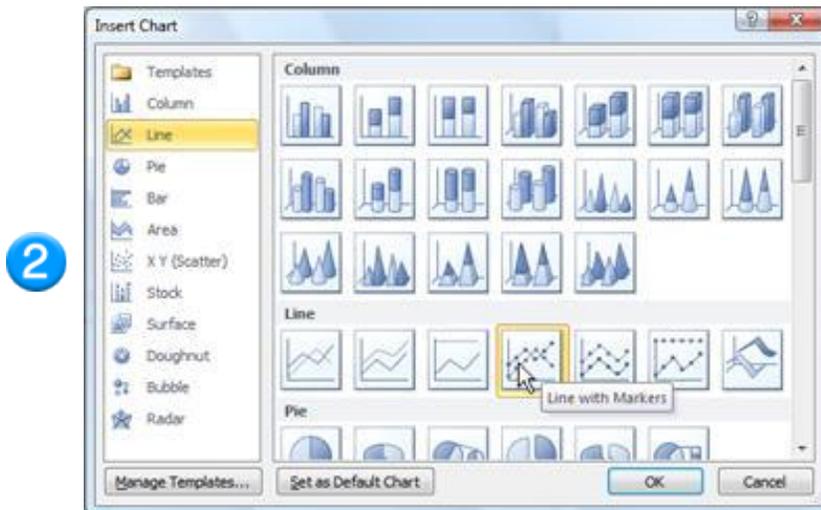
Insert a chart

1 In the **Insert** tab, in the **Illustrations** group, click **Chart**.



In the **Insert Chart** dialog box, click the arrows to scroll through the chart types.

Select the type of chart that you want and then click **OK**.



When you rest the mouse pointer over any chart type, a ScreenTip displays its name.

Tip For more information about chart types, see.

Edit the data in Excel 2010.

When you are finished editing your data, you can close Excel.

3

	A	B	C	D
1	Column1	East	West	North
2	1st Qtr	20.4	35.6	22.9
3	2nd Qtr	27.4	38.9	33
4	3rd Qtr	90	40.6	49.5
5	4th Qtr	20.4	45	51

Sample data in an Excel worksheet