


Style, polish, and update graphics

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:



To resize this window, drag the resize handle  in the lower-right corner.

Exercise 1: Apply a theme

So that you can see how styles and colors for SmartArt graphics work with the presentation theme, apply a theme to the slides first.

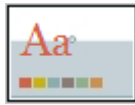
1. The presentation is currently using the default presentation theme, called Office Theme, for its design. Click through the slides to get an idea of this: It's basic, with a white background, black text, and the graphics in shades of blue. (The last slide, with the org chart, is pasted in from an older presentation and retains its original colors.)


As you saw in the lesson examples, Office Theme does have more colors, and your SmartArt graphic has multiple styles to choose from, apart from whatever theme is used.

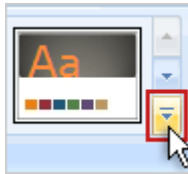
But, you'll choose another theme for variety's sake. You'll apply the theme to all the slides, even the one with the older diagram.

2. Click the **Design** tab on the Ribbon.

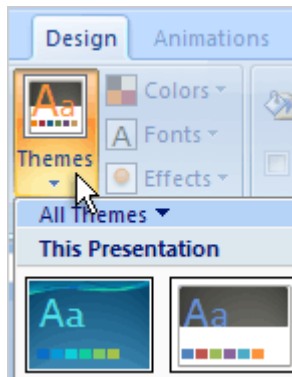
3. In the **Themes** group, look for the theme thumbnail called **Civic**. It looks like this:



If you don't see the **Civic** theme on the Ribbon, either click the **More** button  at the right end of the **Themes** group to see the gallery:



or click the arrow at the bottom of the **Themes** button:



4. When you find **Civic**, click it.

The slides will be updated to apply the design and colors of the **Civic** theme. The colors on slide 6, the older diagram, may look a little odd. But you'll work with that diagram again later.

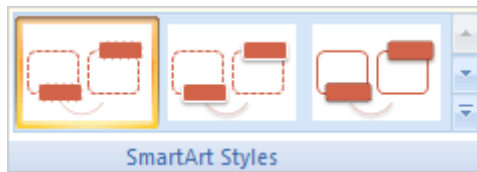
Exercise 2: Select a different style

Now work on one of the current SmartArt graphics in the show to tweak its style and effects.

1. Click slide 5, titled **Product timetable**. This is a Process type of layout. The layout uses one of several styles that are available for it.
2. To see what this means, click the graphic on the slide to select the whole thing.
3. **SmartArt Tools** appear on the Ribbon, which include the **Design** and **Format** tabs.

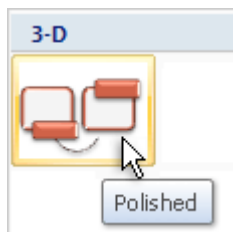
Click the **Design** tab under **SmartArt Tools**.

4. You'll see **SmartArt Styles**, a group on this tab. (If your window is currently small, these styles are labeled as **Quick Styles**; click the arrow to see the thumbnails.) The currently used style is selected, as shown here:



5. Point to the other style thumbnails in this group to see a preview of the style on the SmartArt graphic; don't click to apply one yet.
6. Click the **More** button, as you did with themes, to see the full gallery, and point at other styles to see how they look.

In the **3-D** group, click the **Polished** style to apply it.

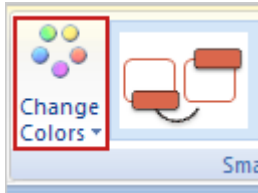


Tip If you want to reverse something you've applied, click **Undo** on the Quick Access Toolbar.

Exercise 3: Select a different color variation

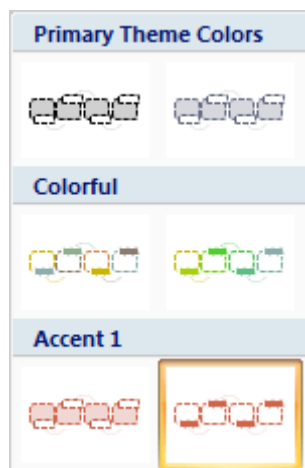
The style for the graphic includes colors, but you can alter them and stay within the current theme colors.

1. You should still have slide 5 displayed. If the **Design** tab under **SmartArt Tools** isn't displayed, click it. (Remember, the graphic must be selected for **SmartArt Tools** to be visible.)
2. Click **Change Colors**, to the left of **SmartArt Styles**.

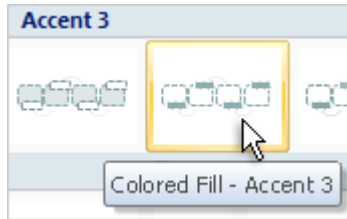


3. The gallery here includes many variations that stay within the theme colors.
 - Primary theme colors are at the top.
 - The rest of the colors are used in different groupings in the **Colorful** section. (Sometimes colors outside the scheme are used here.)
 - Each accent color in the theme has a row that uses it in different shades and variations with white.

The currently applied color and arrangement is highlighted within **Accent 1**.



4. Point to any of the variations, and you get a preview. Click the second one in the **Accent 3** row, called **Colored Fill - Accent 3**.



The graphic now has a color variation using a shade of green instead of orange.

Exercise 4: Change shape styles and add visual effects

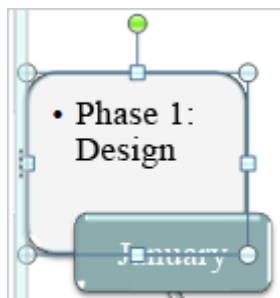
Now, work with shape effects and styles to do more designing of the SmartArt graphic, working with just a few shapes.

Tip If you are not happy with the look of a shape after making style and formatting changes to it, use **Undo** to remove what you've applied. If you can't undo something, right-click the shape and click **Reset Shape**.

1. Slide thumbnail 5 should still be selected, and the graphic there should be selected, too.
2. On the Ribbon, under **SmartArt Tools**, click the **Format** tab.

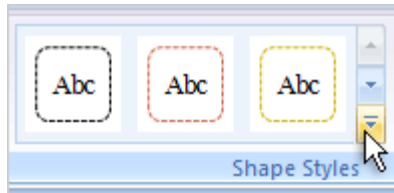
On this tab, you have buttons and groups targeted to working with individual shapes.

3. Change the style just for the four bigger shapes. In the graphic, click the border of the first shape on the left, **Phase 1: Design**, to select it.



Press **SHIFT**, and click the other three big square shapes. All four are now selected.

4. On the Ribbon, in the **Shape Styles** group, display the styles gallery by clicking the **More** arrow .

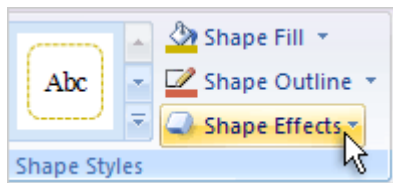


5. Click **Subtle Effect - Accent 3**, which puts a light shade of one of the greens of the theme into the selected shapes, and applies other style properties. (This style is located in approximately the middle of the gallery.)



The four big shapes now get this style and color.

6. Add a visual effect to these shapes, which should still be selected. Still in the **Shape Styles** group, next to the styles gallery, click **Shape Effects**.



Point to **Shadow**. In the **Shadow** gallery, click **Offset Center**.



All the selected shapes now have a shadow. Click away from the shapes to see the effect.

7. To call special attention to the shape that says **Release**, give it a glow — a color highlight that goes around its edges. Select the shape, and on the **Format** tab, click **Shape Effects** again. Point to **Glow**, and click the glow style called **Accent color 3, 11 pt glow** (it's in the second row from the bottom of the gallery, the third one from the left):



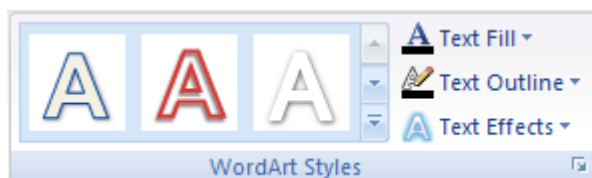
So, the "Release" shape has both a shadow and a glow.



Exercise 5: Add text effects

Now add a shadow effect only to the text in some shapes.

1. In the graphic, select the smaller shapes that say names of the month. Press SHIFT as you click each one to select them all.
2. On the **Format** tab, look for the **WordArt Styles** group. If your window is at full size, you'll see some examples of WordArt in this group.



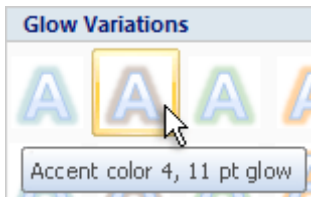
If your window is not at full size, this group will appear something like this:



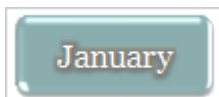
3. In the **WordArt Styles** group, click the **Text Effects** button.



Point to **Glow**, and click the **Accent color 4, 11 pt glow** style:



The text in the four months shapes has a subtle shadow now:



Exercise 6: Update an older diagram

See the result when you update a PowerPoint 2003 diagram by converting it into a SmartArt graphic.

1. Click the slide 6 thumbnail, titled **Our sales staff**. This org chart was created with the diagramming tool in PowerPoint 2003 and was copied, as part of the slide, into the current slide show.
2. On the slide, click any shape in the diagram.

The diagram is selected, but you can't select specific shapes, and **SmartArt Tools** aren't available.

On the Ribbon, **Drawing Tools** appear at the top of the Ribbon, with a **Format** tab. You can apply some of those formatting

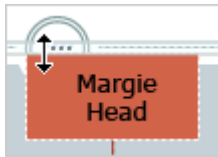
effects to the placeholder that contains the graphic, but not to the graphic itself.

If you want this diagram to look more like your other slides and to be editable as a SmartArt graphic, you should **convert** it. Note, as we said in the lesson, that this is likely to change the look of the diagram, and sometimes quite a bit. You can undo the conversion if you decide you don't like it.

3. Double-click anywhere within the selection border on the org chart. The **Diagram Conversion** dialog box opens.
4. The option **Convert to SmartArt graphic** is selected by default. That's what you want. Click **Convert**.

The org chart is converted. PowerPoint applies a current layout and style, and uses a color from the current theme.

The graphic may be a little tall for the slide design. Resize it by dragging downward the two-headed arrow, in the middle sizing area:

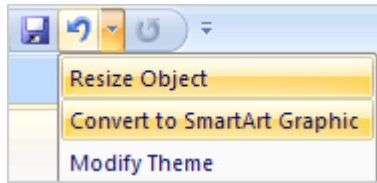


You could also try another layout in the SmartArt graphic gallery. (Remember how? You'd go to the **Layouts** group on the **Design** tab in **SmartArt Tools**.)

Don't save the converted diagram yet.

5. If you decided you didn't like the diagram in its converted state, you could convert it to editable shapes by using **Undo** — provided you hadn't saved this presentation meanwhile.

You'd click the arrow next to the **Undo** button on the Quick Access Toolbar and then click **Convert to SmartArt Graphic** on that button's list of things to undo:



You could then double-click the diagram again to display the **Diagram Conversion** dialog box, and choose **Convert to Shapes**. This shouldn't automatically change the look of the diagram; it would enable you to select shapes individually and work with them just like any shapes, using **Drawing Tools (Format tab)** to change colors, size, position, and so on.