

PC Tip of the Week: Adding Text to SmartArt in Office 2007

Office 2007 makes it easy to create diagrams for lists, processes, and relationships. First, select an appropriate diagram; then save time and frustration by using the **Text Pane** to add/edit text.

To insert a diagram into a Word document, Excel worksheet, or PowerPoint slide,

- (1) Click the **Insert** tab > Illustrations group > **SmartArt** button.

On the *Choose a SmartArt Graphic* dialog box, locate a graphic that best illustrates information being shared:



- (2) To insert, click to select the graphic; then click **OK** (or double-click the graphic).
- (3) To format, select the inserted graphic; use *SmartArt Tools* > *Design* and *Format* tabs on the ribbon.
- (4) **To add text**, click the **Design** tab > **Text Pane** button,
or
click the *Text Pane arrows* on the left border of the graphic.



- On the Text Pane, use the *Tab* key to demote a shape to be subordinate to the one above it and *Shift + Tab* to promote a shape up one level.
- When text has been added/edited, click X to close the Task Pane.

Computer Term of the Week

affiliate program: automated marketing program where a Web advertiser or merchant recruits webmasters to place the merchant's banner ads or buttons on their own Web site; webmasters receive a referral fee or commission from sales when the customer has clicked the affiliate link and/or made a purchase; common types of affiliate programs include pay-per-click, pay-per-lead, and pay-per-sale.

Keyboard Shortcuts of the Week

Tab to demote (indent) a bulleted/numbered item;
Shift + Tab to promote a bulleted/numbered item.