Microsoft PowerPoint 2016 Inserting SmartArt

Select the slide you are going to put the SmartArt on;

Choose Insert >> SmartArt



Choose a SmartArt graphic >> **OK**

Choose a SmartArt Graphic	? ×
▲II □□ List ☆ Process ↓ Cycle 小 Hierarchy ▲ Relationship ♠ Matrix ▲ Pyramid ■ Picture ● Office.com	Basic Block List Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.
	OK Cancel

Click on the objects within the SmartArt graphic to edit them



NB: Right click on the objects to change their properties.



