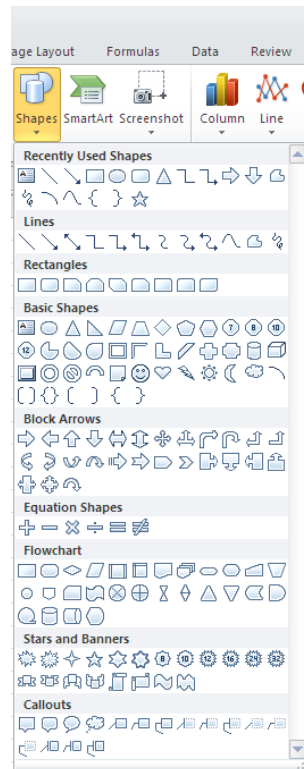


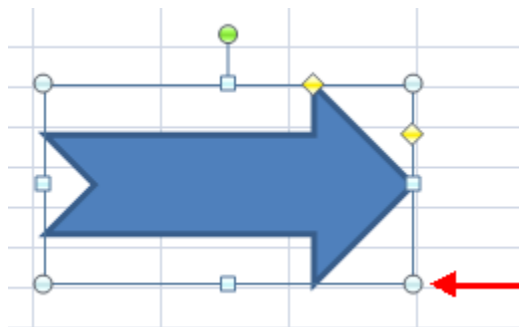
Adding Shapes

To add Shape:

- Click the **Insert** tab
- Click the **Shapes** button
- Click the shape you choose

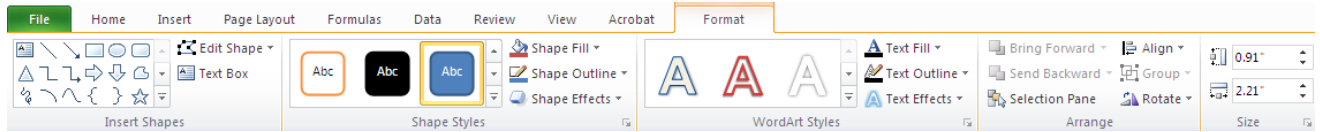


- Click the **Worksheet**
- Drag the cursor to expand the Shape



To format the shapes:

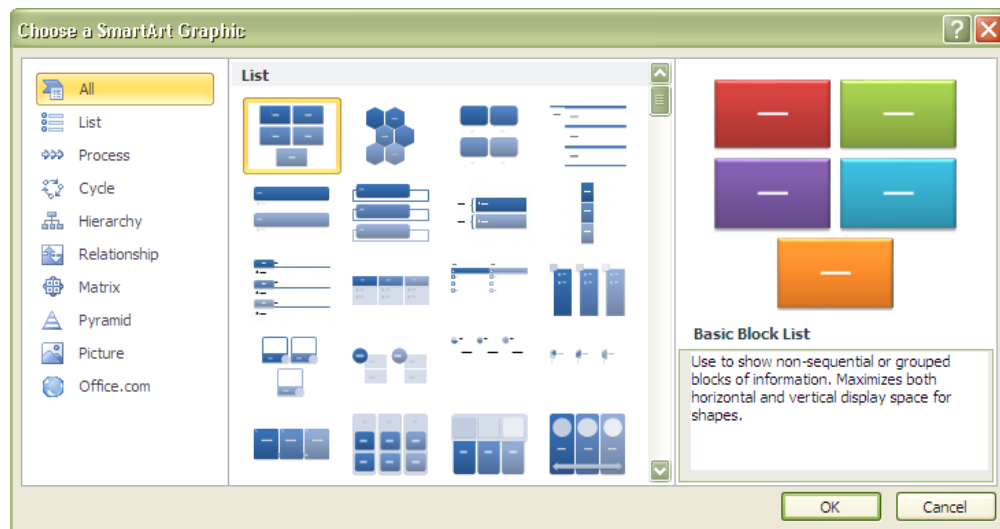
- Click the **Shape**
- Click the **Format** tab



Adding SmartArt

SmartArt is a feature in Office 2010 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the **Insert** tab
- Click the **SmartArt** button
- Click the **SmartArt** you choose



- Select the **Smart Art**
- Drag it to the desired location in the worksheet

To format the SmartArt:

- Select the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.

