

HOW TO INSERT SMART ARTS AND DRAW SHAPES IN MS 365 APPS.

BY: LUIS EDUARDO CHINCHILLA CORTEZ
ID: 2528106

Charts are used to visualize data clearly and quickly, and SmartArts are used to represent ideas or processes in a graphic and organized way. Here is a guidance on how to insert smart arts and draw shapes in MS 365 apps.

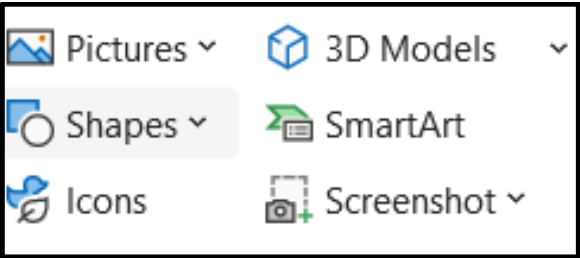
STEP 1:

First, look at the top of Excel and click the tab called **Insert**. It's one of the main tabs in the ribbon.



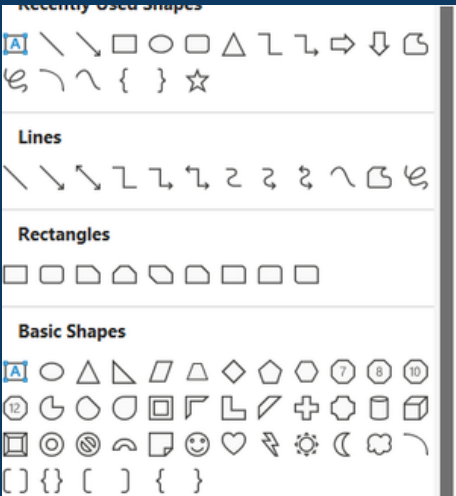
STEP 2:

In the Insert tab, look for the section called **Shapes**. Click on Shapes and a menu will open with many options like rectangles, circles, arrows, and more.



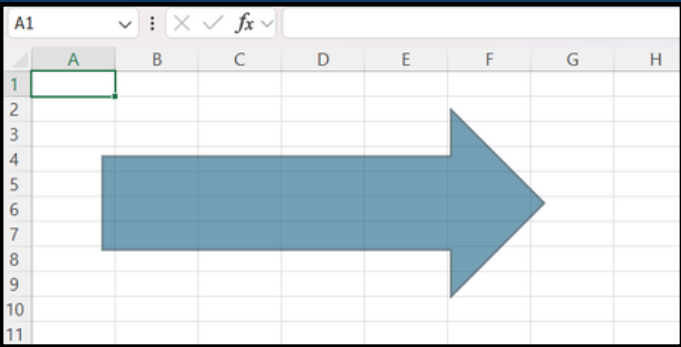
STEP 3:

Select any of the options then you like rectangles, circles, arrows, and more

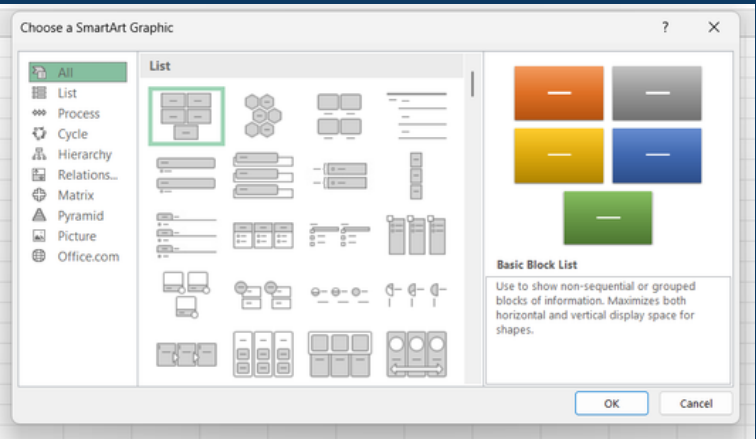
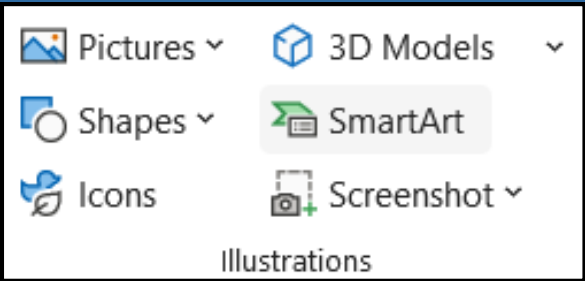
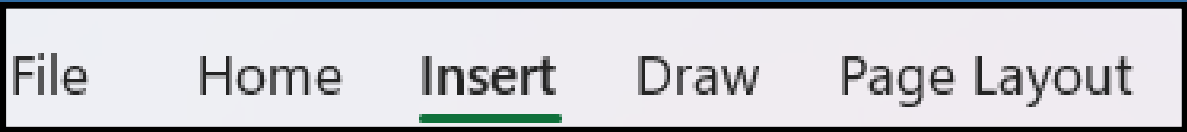


STEP 4:

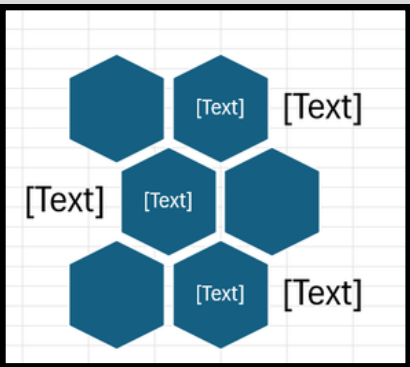
After you click the shape you want, your mouse pointer will change into a small cross. Click and drag on the worksheet to draw the shape. When you release the mouse, the shape appears



SAME STEPS FOR INSERT SMARTART



The only difference in this process is at the time you choose the SmartArt it will appear automatically; you do not need to drag the click



Follow the link to learn more:

<https://support.microsoft.com/en-us/office/create-an-organization-chart-in-office-by-using-smartart-9b51f667-11b7-4971-a757-a08a36684ee6>