

SmartArt Pyramid – Use PowerPoint

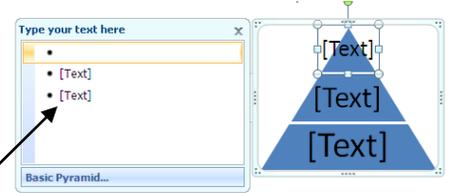
Follow these directions or to watch a video example, go to the media center website

(<http://millbrookmediacenter.weebly.com>) – hover over Tutorials at the top of the screen and choose “Presentation Help.” Scroll down to the “Charts with SmartArt” tutorial on the right side of the screen.

You need **5 levels** – each level needs a “title” and then bulleted information.

Each level also needs a related picture.

1. Start a new presentation in PowerPoint. Then on the **INSERT tab choose SmartArt**. Choose a pyramid from your options in SmartArt. (If you don't like seeing the text boxes behind your pyramid, go to the Home menu and change the layout of your slide to “Blank.”)



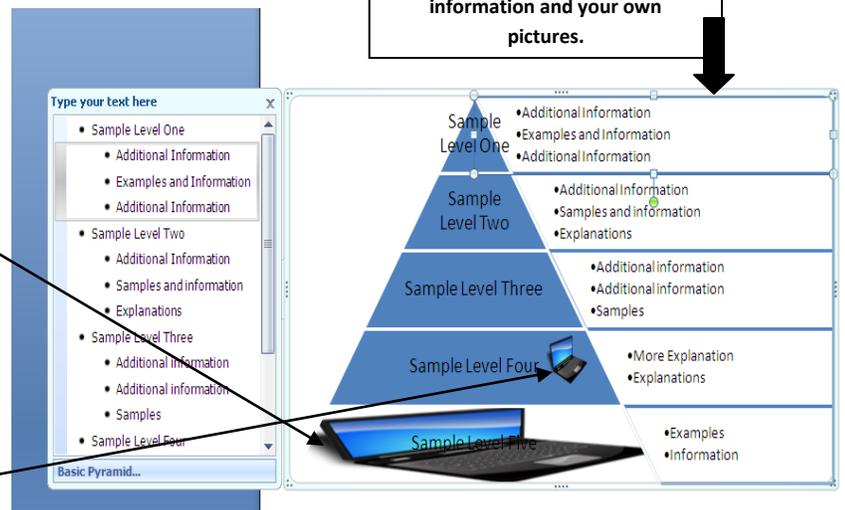
2. **ADDING LEVELS** → Click on one of the main [Text] bullets and then click the **enter key** on your keyboard to **add more levels** on your pyramid. * Change the [Text] boxes to the titles for the levels of your pyramids. *

3. **ADDING BULLETS FOR MORE INFORMATION** → To add bullets to the side of the pyramid with more information, click on the titles you have added then select “Add Bullet” from the SmartArt toolbar. (If the SmartArt toolbar is not displayed, double click on your pyramid and the options should return at the top of the screen.)



4. **PICTURES** → When you have all of your information, add pictures. There are TWO ways to add pictures (see below). Save pictures from the internet that you want to use in your pyramid.

- If you want the **entire level to be a picture** then click once on the level. Then right click and select “Format Shape” – Choose Fill and then Picture. Choose a picture from file that you want to use and then click “Close.”
- To add a picture **on top of the level**, click **OUTSIDE** the SmartArt pyramid. Click on the insert menu at the top of the screen. Then insert your saved picture, adjust the size and then drag it on top of the level.



After you get all of your information and pictures, you can try different effects for your pyramid. In the SmartArt Tools menu at the top of the screen you can change colors and the 3-D effects of your pyramid.