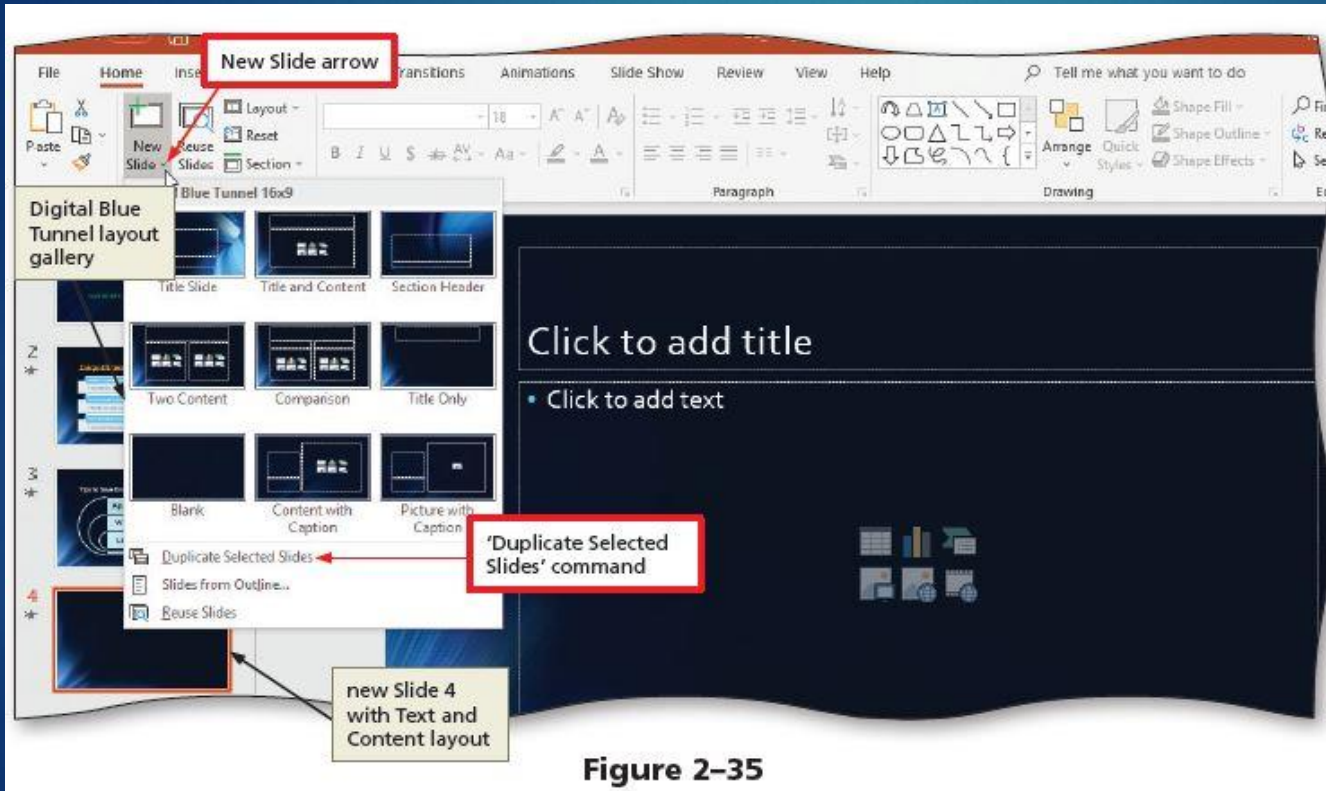# ITE CLASS 115

11 O'clock Class

Figure 2–35

To Duplicate a Slide

- Click "Duplicate Selected Slides" in the layout gallery to create a duplicate
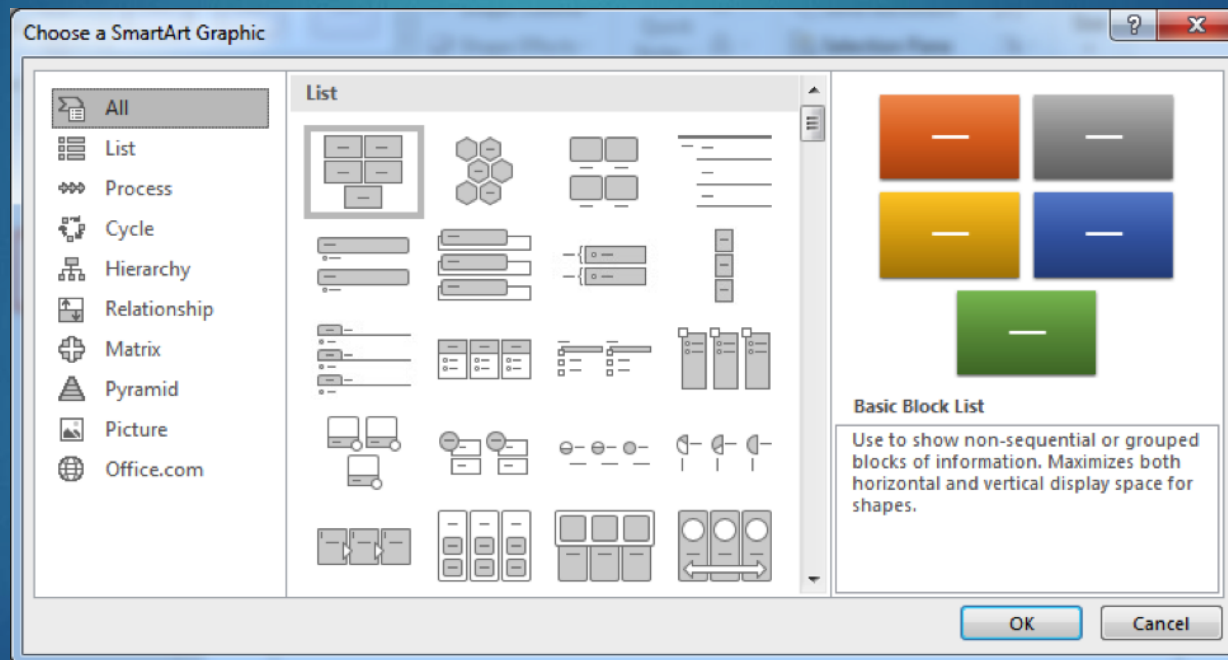
Creating and Formatting a SmartArt Graphic

To Insert a SmartArt Graphic → Click the SmartArt button to display the "Choose a SmartArt Graphic" dialog box → Click the desired SmartArt type in the left pane to display the corresponding gallery → Click the desired graphic to display a preview in the right pane → Click the OK button to insert this SmartArt graphic
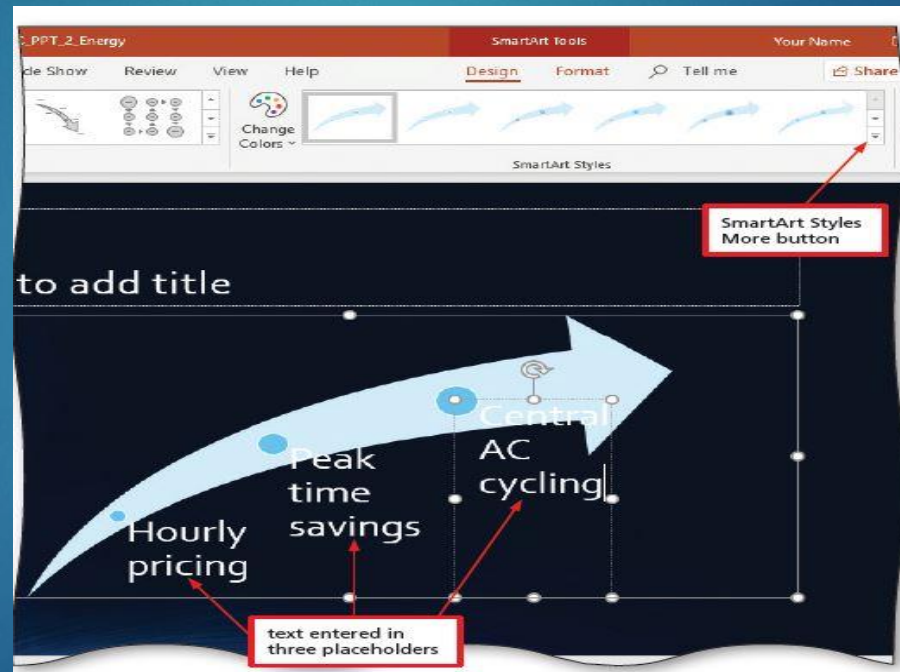
To Add Text to the SmartArt Graphic

- Type the first item in the first bullet line, and then press the DOWN ARROW key to move the insertion point to the second bullet line
- Type the remaining lines

To Apply a SmartArt Style:

- With the SmartArt graphic selected, click the SmartArt Styles More button to expand the SmartArt Styles gallery
- Click the desired style to apply the style to the graphic