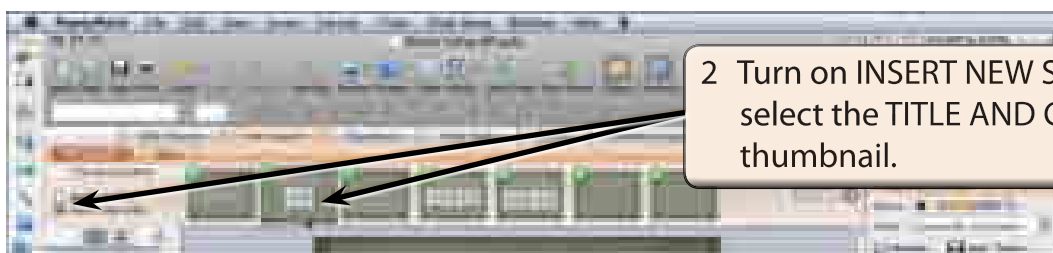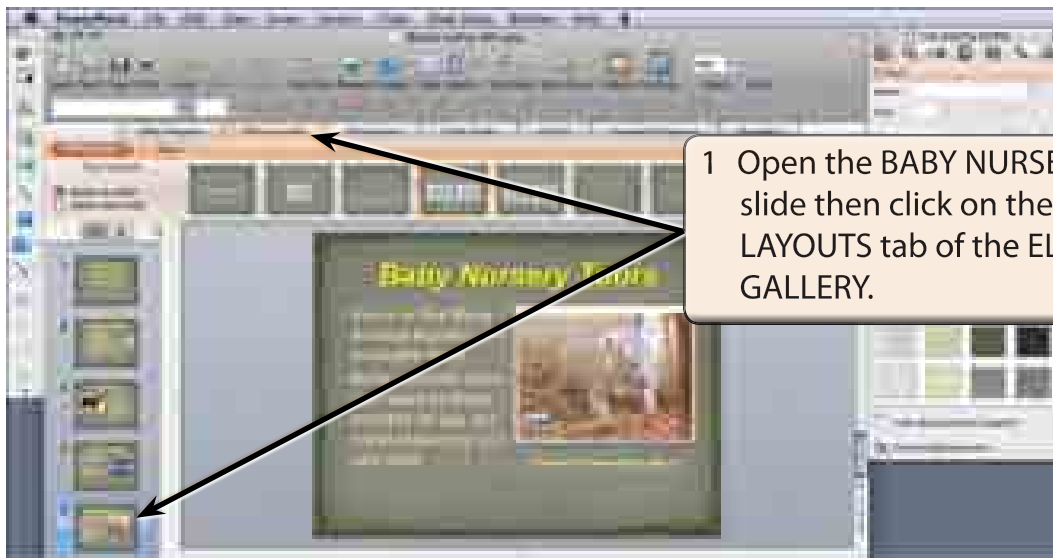# Adding Diagrams to Slides

PowerPoint provides a large range of diagrams that can be included in slides. These include organisation charts, flow charts, process diagrams and relationship diagrams. In this case a slide containing an organisation chart about the different types of reptiles at the Wattle Valley Animal Park will be created.
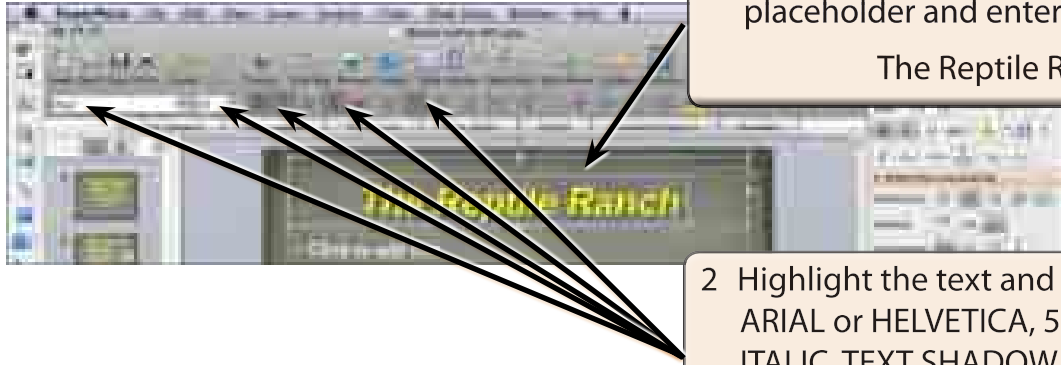
Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation.

2   Display the FILE menu and select OPEN.

3   Access your STORAGE folder and open the WATTLE VALLEY AP file.

Creating a New Slide

A   Selecting the Layout

1   Open the BABY NURSERY TOURS slide then click on the SLIDE LAYOUTS tab of the ELEMENTS GALLERY.

2   Turn on INSERT NEW SLIDE and select the TITLE AND CONTENT thumbnail.
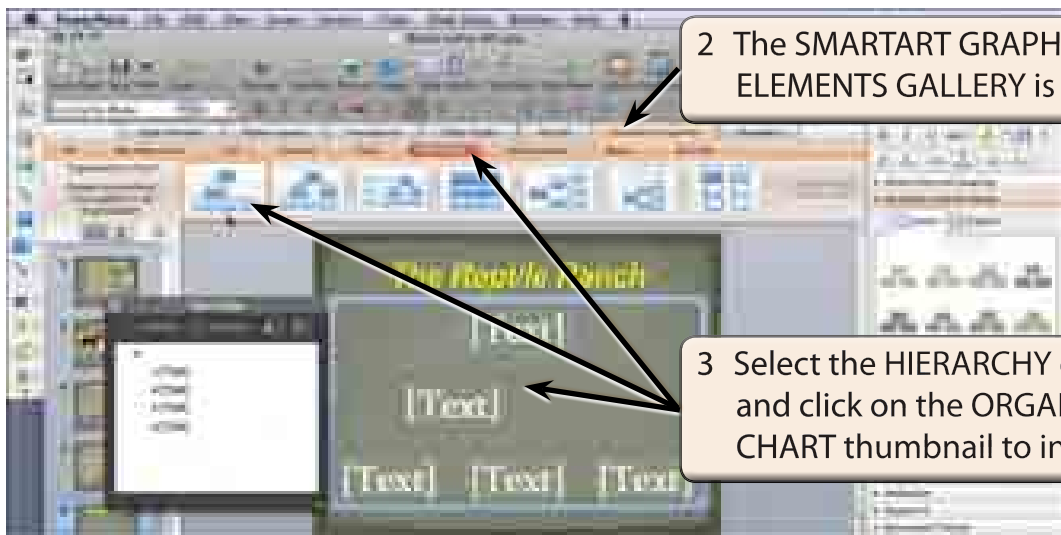
B   Adding the Title

1   Click in the CLICK TO ADD TITLE placeholder and enter the title:

The Reptile Ranch

2   Highlight the text and format it to ARIAL or HELVETICA, 54 point, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRED

Inserting the Diagram

1   Click on the INSERT SMARTART GRAPHIC icon in the top row of icons at the centre of the CONTENT placeholder.

2   The SMARTART GRAPHICS tab of the ELEMENTS GALLERY is opened.

3   Select the HIERARCHY category tab and click on the ORGANISATION CHART thumbnail to insert the chart.

Entering the Chart Labels

1 Click in the top chart box and enter:

Reptiles   <return>
On Display

NOTE   You can also enter text into the TEXT PANE which is opened when you insert SmartArt graphics.

2 In the three bottom boxes enter:

Alligators
Lizards
Snakes