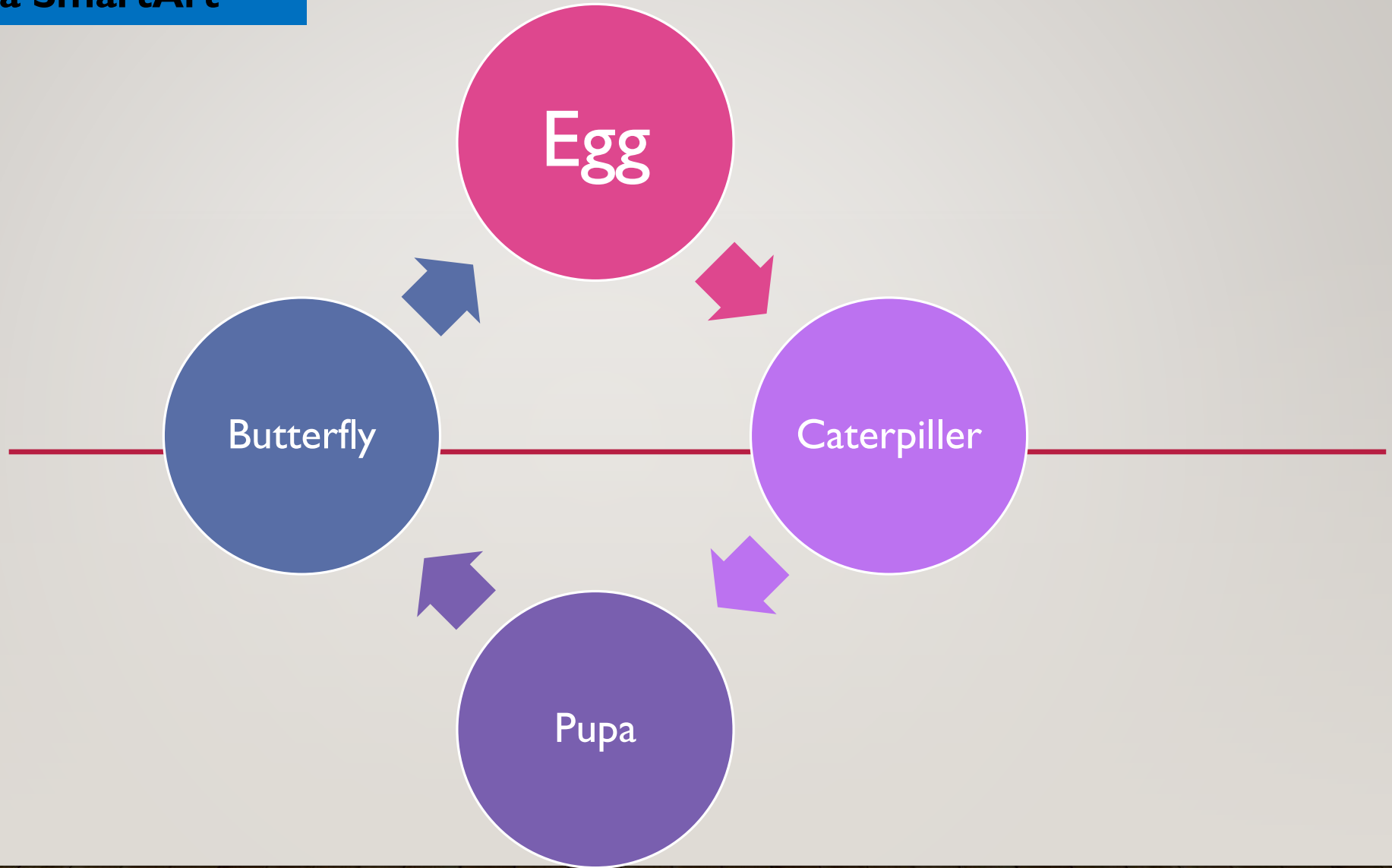
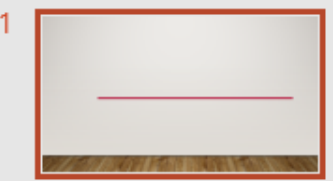
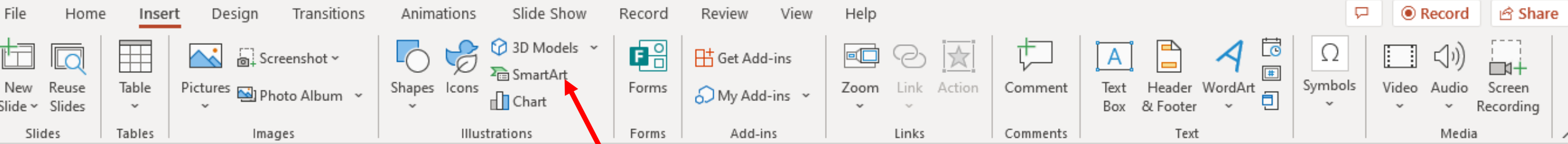


Insert a SmartArt





Choose a SmartArt Graphic

List

- All
- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid
- Picture
- Office.com

Basic Block List

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

OK Cancel

File Home **Insert** Design Transitions Animations Slide Show Record Review View Help

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Slides Tables Images Illustrations Forms Add-ins Links Comments Text Media



Choose a SmartArt Graphic

- All
- List
- Process
- Cycle
- Hierarchy
- Relationship
- Matrix
- Pyramid
- Picture
- Office.com

Basic Cycle

Basic Cycle
Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather than the connecting arrows or flow. Works best with Level 1 text only.

OK Cancel

Clipboard

Paste

New Slide

Reuse Slides

Layout

Reset

Section

Font

Paragraph

B I U S

40

A^ A^ A^

Shape Fill

Shape Outline

Shape Effects

Drawing

Editing

Voice

Designer

Find

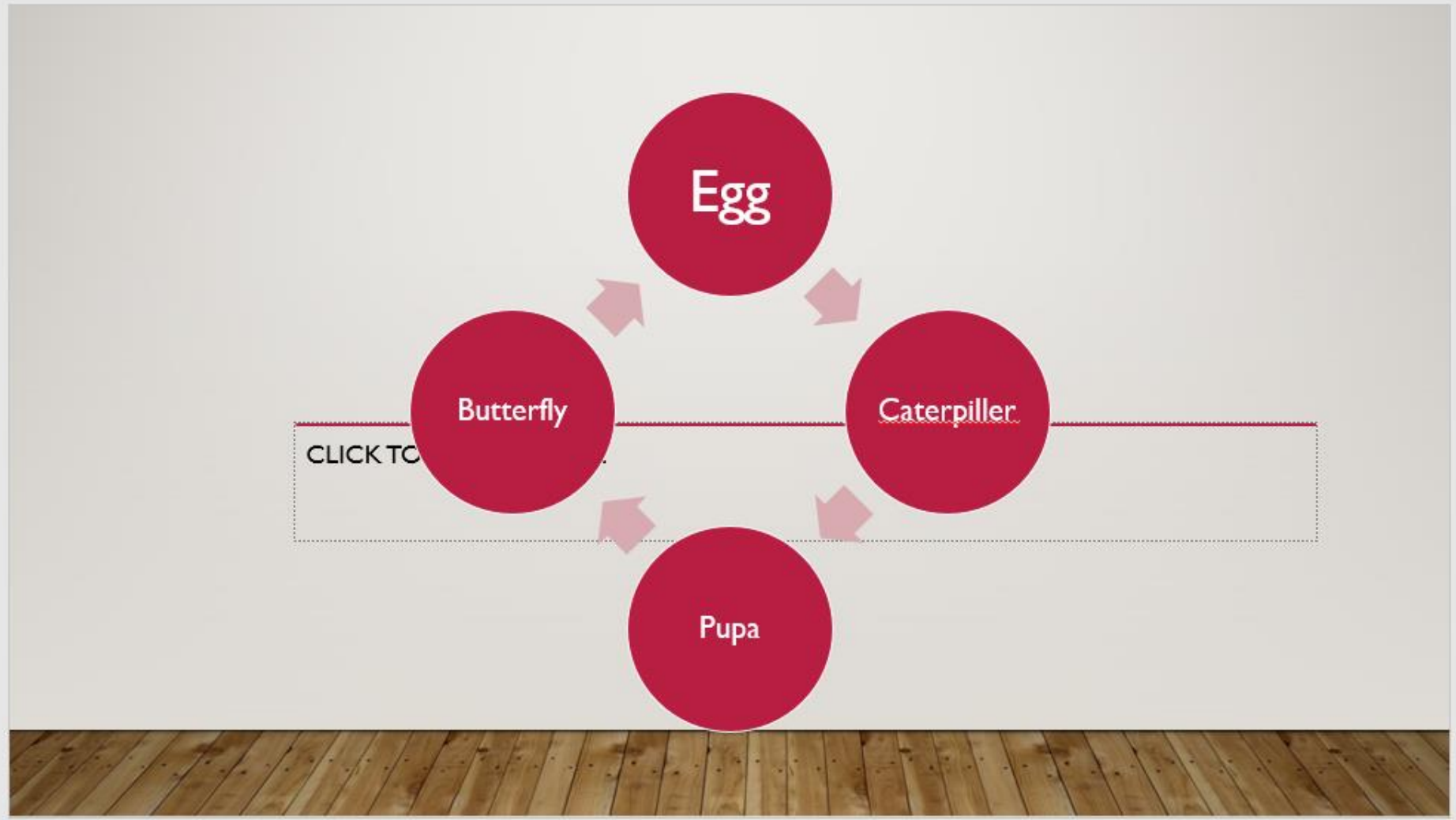
Replace

Select

Dictate

Design Ideas

- 1
- 2
- 3
- 4
- 5



Add Shape
 Add Bullet
 Text Pane
 Promote
 Demote
 Right to Left
 Move Up
 Move Down
 Layout

Layouts

Change Colors

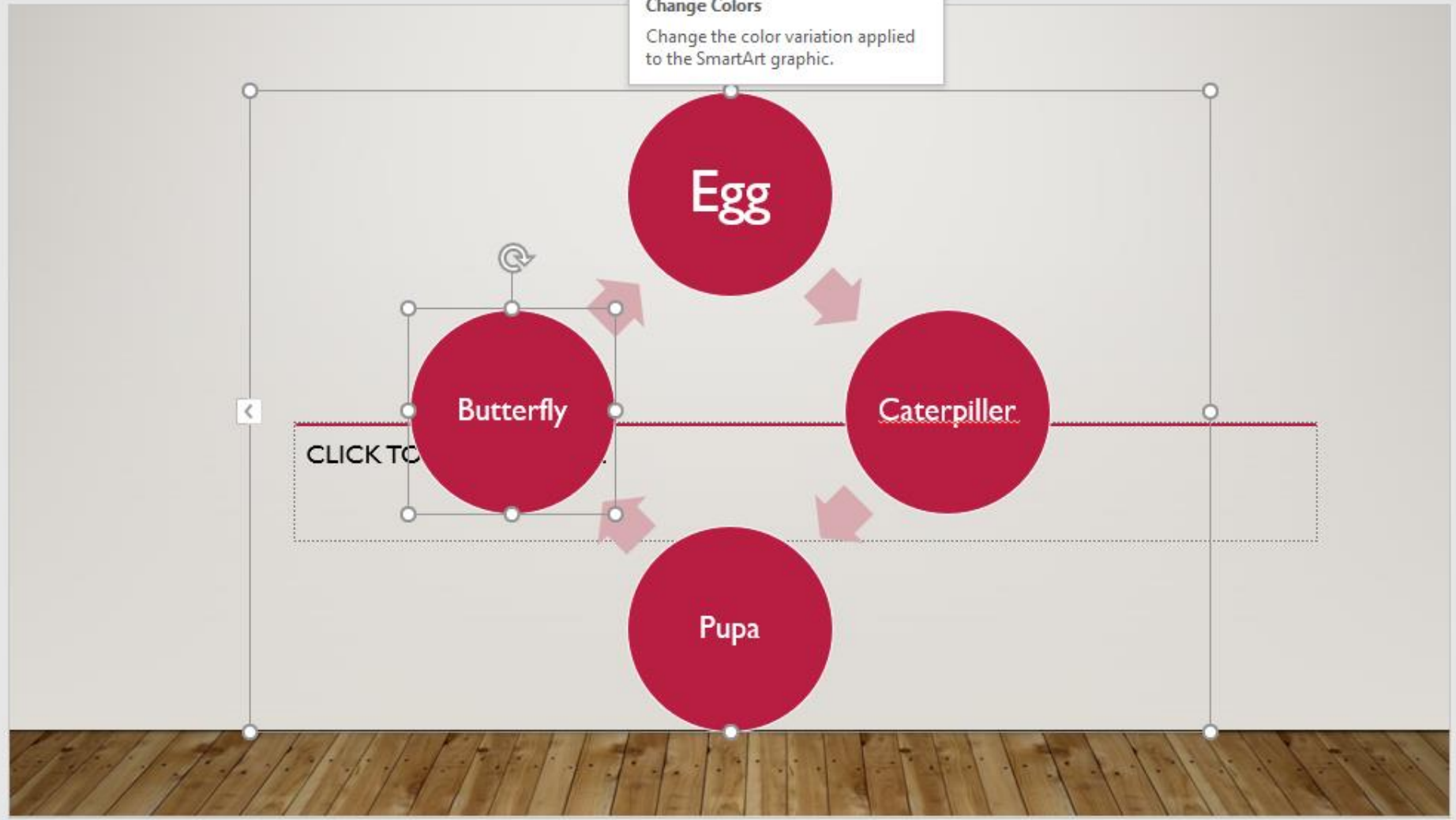
Reset Graphic Convert

Create Graphic

Layouts

SmartArt Styles

Reset



Add Shape
 Add Bullet
 Text Pane
 Promote
 Demote
 Right to Left
 Move Up
 Move Down
 Layout

Layouts

Change Colors

Reset Graphic

Reset

1

2

Primary Theme Colors

Colorful

Accent 1


Accent 2

Accent 3

Recolor Pictures in SmartArt Graphic

Insert a Table

Monday	Tuesday	Wednesday	Thursday	Friday
ICT	English			
Maths	GIT			
Bio	BC			



File Home **Insert** Design Transitions Animations Slide Show Record Review View Help

Record Share

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Slides Tables Images Illustrations Forms Add-ins Links Comments Text Media

4

5

6

7

8

9

Insert Table ? X

Number of columns: 5

Number of rows: 4

OK Cancel

10



Insert a Header and Footer

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to 'Insert'. A red arrow labeled '1' points to the 'Pictures' group on the ribbon. Another red arrow labeled '2' points to the 'Header & Footer' button in the 'Text' group. A yellow box with the number '1' is positioned below the 'Pictures' group, and another yellow box with the number '2' is below the 'Header & Footer' button. A tooltip for the 'Header & Footer' button is visible, containing the following text:

Header & Footer
The content of the header and footer repeats at the top and bottom of each printed page.
This is useful for showcasing info, such as file name, date, and time.
[Tell me more](#)

File Home **Insert** Design Transitions Animations Slide Show Record Review View Help Shape Format

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Slides Tables Images Illustrations Forms Add-ins Links Comments Text Media



Header and Footer

Slide Notes and Handouts

Include on slide

- Date and time
 - Update automatically
 - 5/19/2022
 - Language: English (United States) Calendar type: Gregorian
 - Fixed
 - 5/19/2022
- Slide number
- Footer
 - E-Nenapiyasa
- Don't show on title slide

Preview

5/19/2022

Apply Apply to All Cancel