

Questions:

1. **How can you add text to a Smart Art Graphic after inserting it into a PowerPoint slide?**

Answer: After inserting the Smart Art Graphic, click on the arrows button on the left side of the graphics. A left pane will open with text boxes. Add the required text into these boxes, and it will be applied to the slide's graphics.

2. **What is the process of converting existing text to Smart Art Graphic in PowerPoint?**

Answer: To convert existing text to Smart Art, right-click on the text, select "Convert to Smart Art" from the dropdown, choose the required Smart Art, and click OK from the new window.

3. **How can you change the organization of Smart Art Graphics, for example, adding a shape above the selected shape?**

Answer: To change the organization of Smart Art Graphics, select a Smart Art, click on the design tab, then click on "Add Shape." A new dropdown will be opened, and you can choose the option to add a shape above the selected one.

4. **What steps should be taken to insert a table into a PowerPoint presentation, and how can you change the table styles?**

Answer: To insert a table, go to the Insert Tab from the Ribbon Bar, select the option to insert a table, and choose the number of rows and columns. To change table styles, select the table, click on the design tab, find table styles, hover to preview and click to select.

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