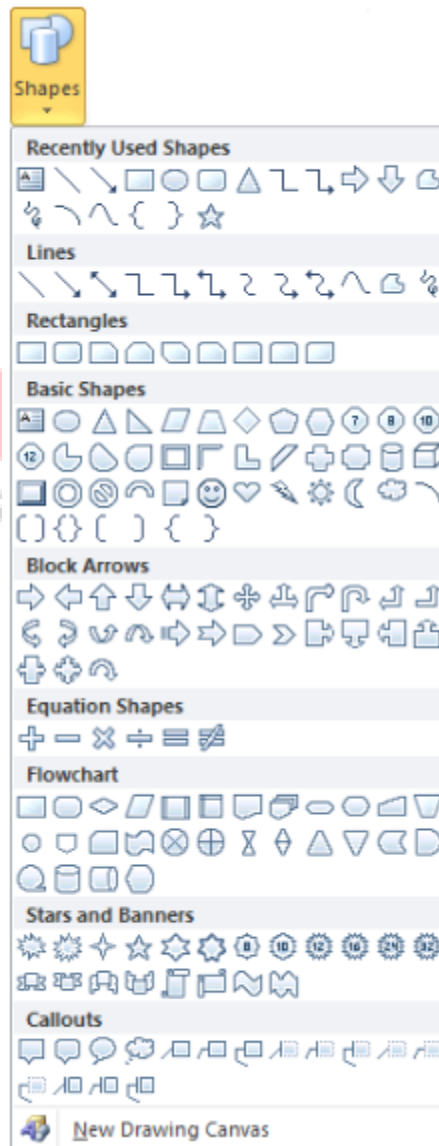


# Lesson – 5

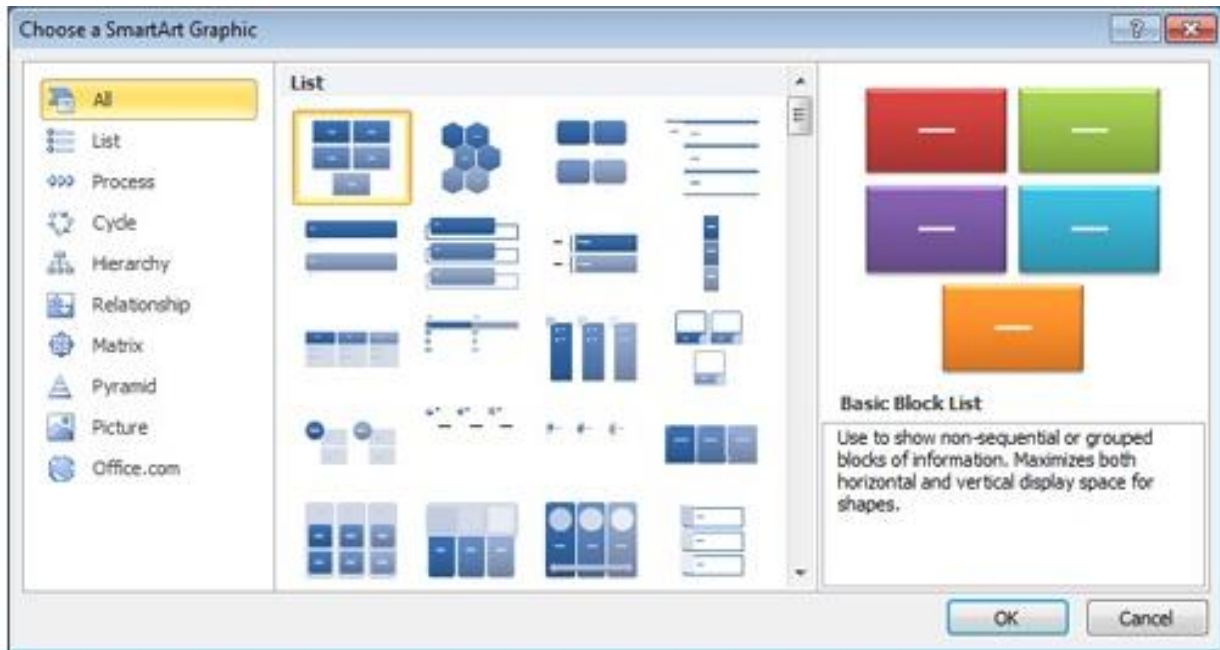
## Insert Toolbar (Menu)

### Illustrations

**Shapes:** Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart, symbols and callouts like as:

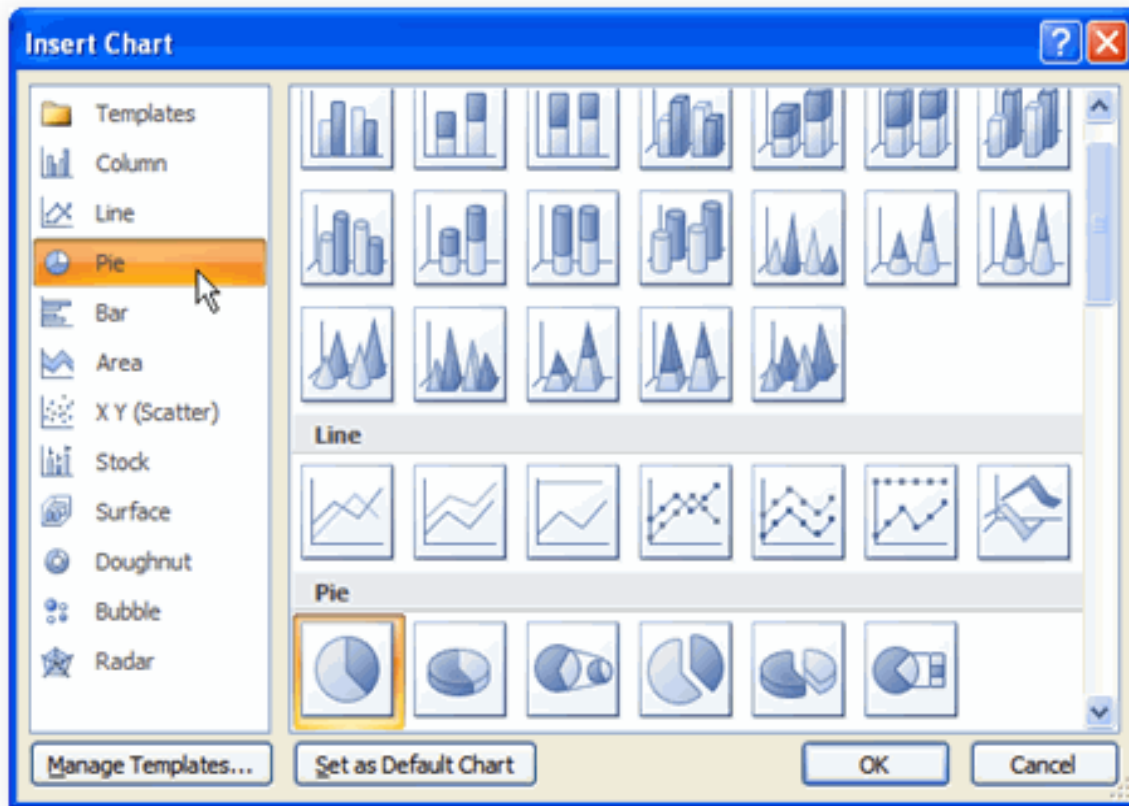


**Smart Art:** Insert a smart art graphics to visually communicate information. Smart Art graphics range from graphical list and process diagram to more complex graphics such as venn diagrams and organization charts like as:



✎ Use all the options with **Practical Assignment No. - 7**

**Chart:** Insert a chart to illustrate and compare data by Bar, Pie, Line area and surface are some of the available types like as:



✎ Use all the options with **Practical Assignment No. - 8**