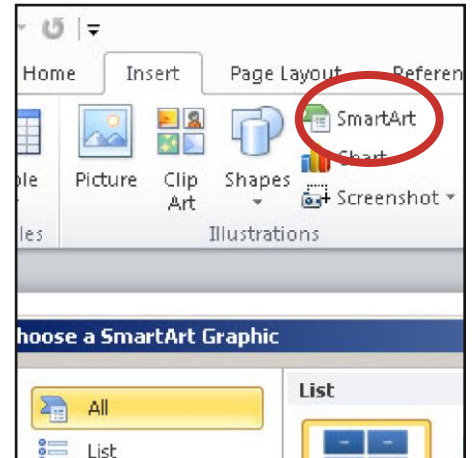
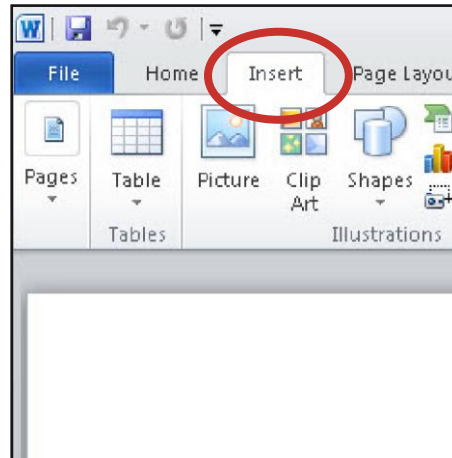
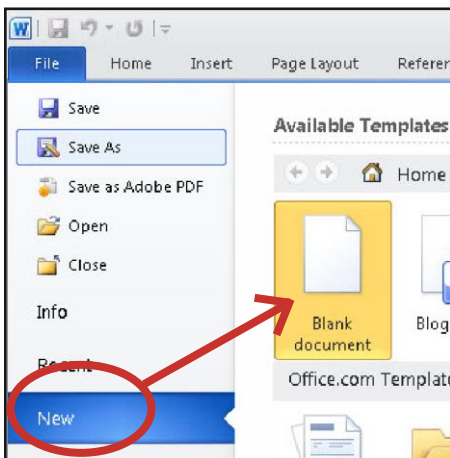


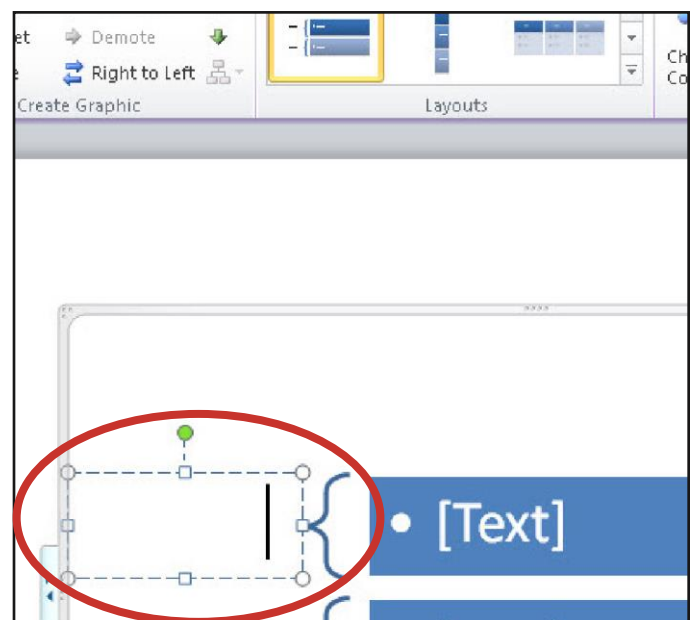
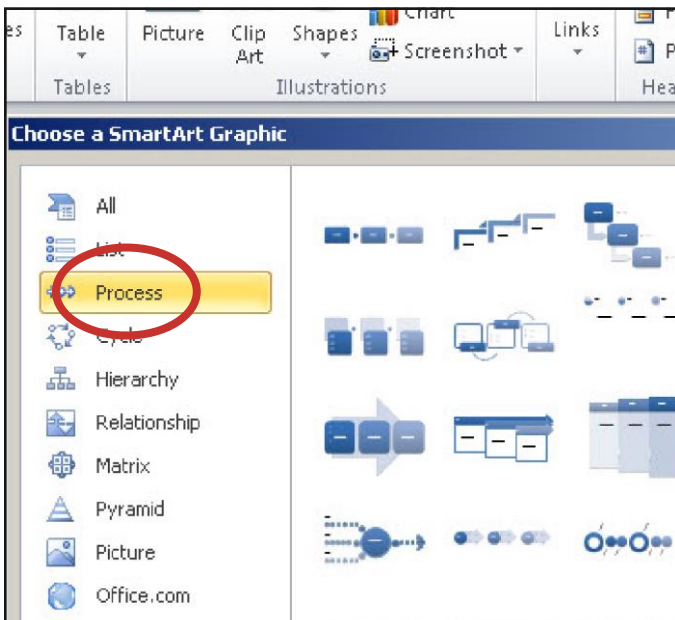
# How to use Microsoft Word Smart Art and Shapes

## To use Smart Art:

1. Open a new Word document.
2. Select Insert.
3. Select Smart Art.



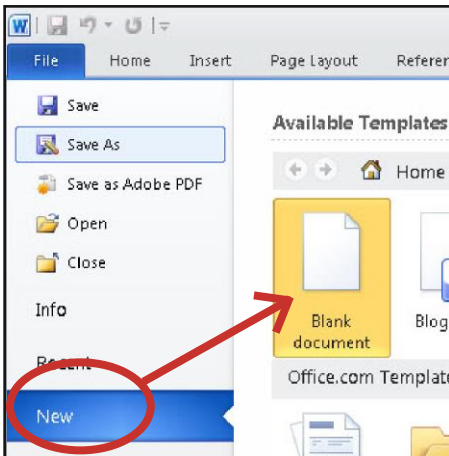
4. From the left hand menu, select Process and select the template you want to use, which will appear in your document.
5. Enter the text for each section of the timeline.



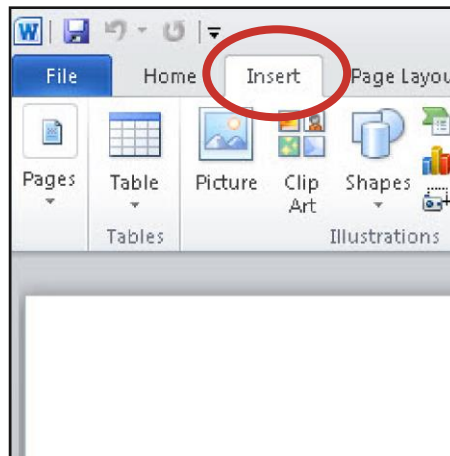
# How to use Microsoft Word Smart Art and Shapes

## To use Shapes:

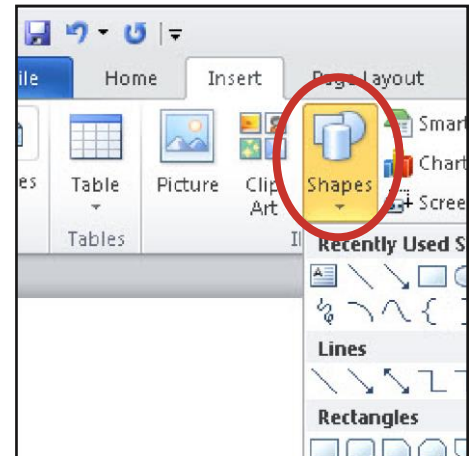
1. Open a new Word document.



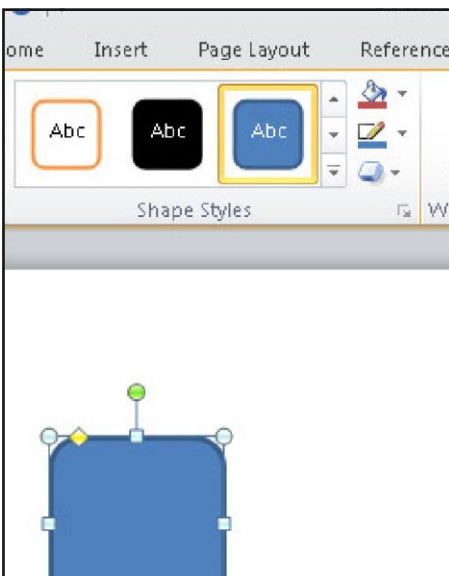
2. Select Insert.



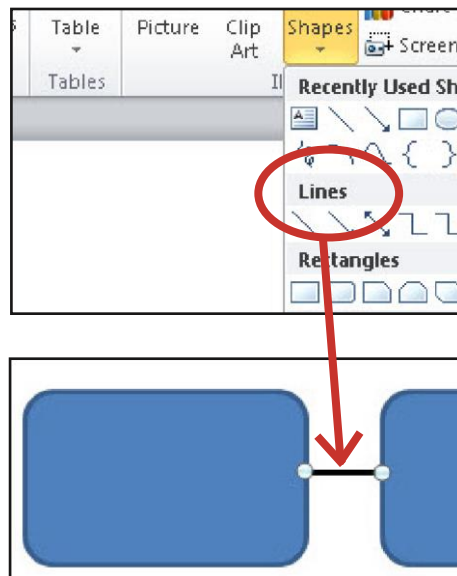
3. Select Shapes.



4. Select the shape you want to use for the timeline. A crosshair symbol will appear where your cursor used to be. Position the crosshair, click, and the shape will appear in your document.



5. Select a Line to connect the shapes.



6. Right-click on a shape to enter the text for each section of the timeline.

