

- All Computer Courses
  - English Language Courses
  - Brand Marketing & Custom Software Solution
  - Academic Tuition (All Subjects)
- Website: <https://learninghubshahabad.in>

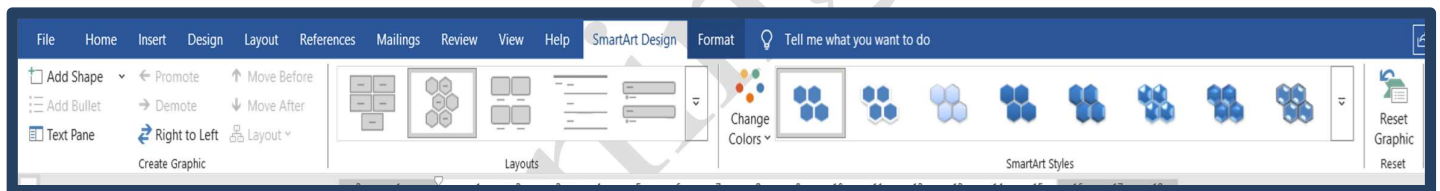
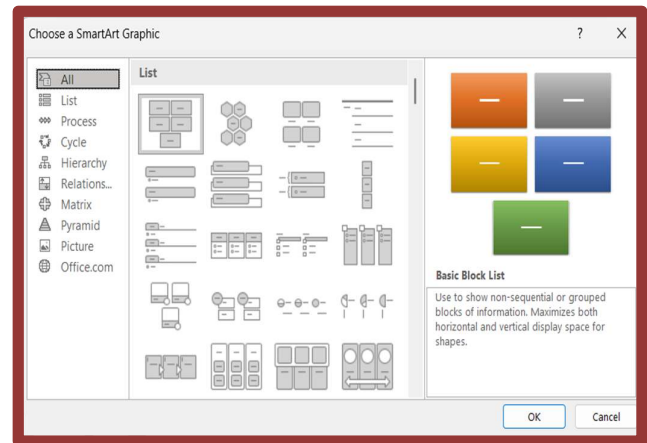
## INSERT MENU

### Smart Art

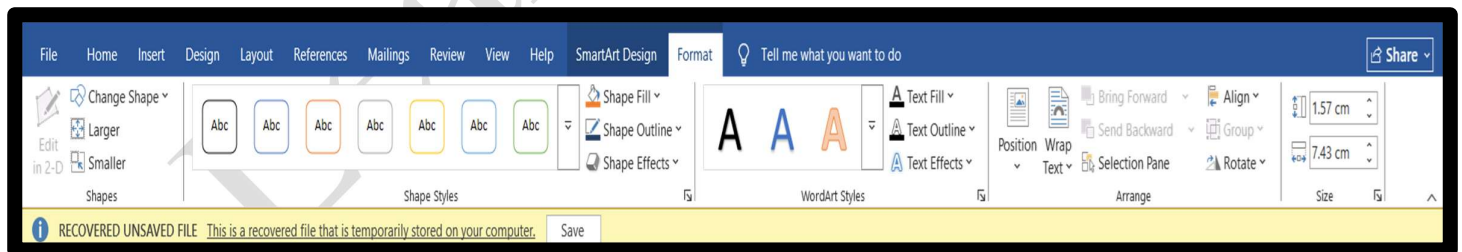
SmartArt in MS Word is a feature used to create visual diagrams (like lists, processes, hierarchy, cycles) to present information clearly.

### Helping Tool of Smart Art SmartArt Design

SmartArt Design in MS Word is a tab that appears when you select a SmartArt graphic, used to change its layout, style, and colors.



### Helping Tool of Smart Art Format Menu



**LEARNING HUB**  
**SHAHABAD MARKANDA**  
CALL- 77000 90800

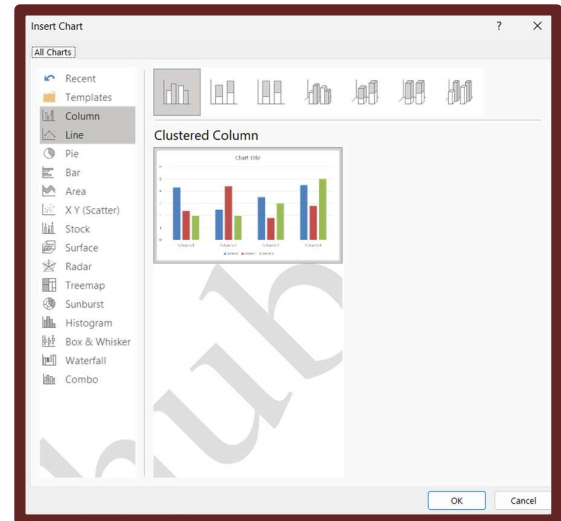
- All Computer Courses
  - English Language Courses
  - Brand Marketing & Custom Software Solution
  - Academic Tuition (All Subjects)
- Website: <https://learninghubshahabad.in>

## CHARTS

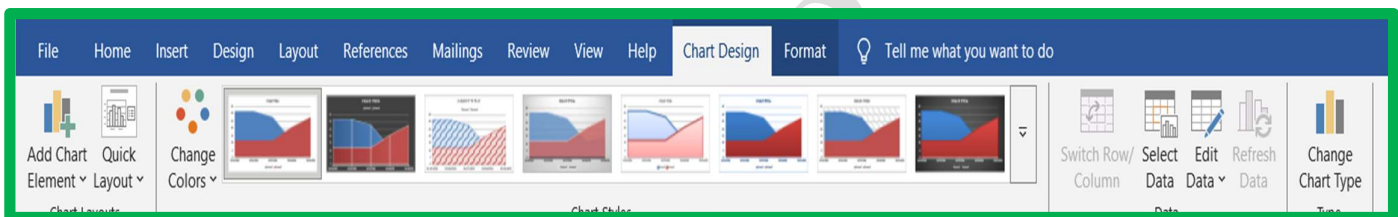
Charts in MS Word are graphical representations of data (like bar, pie, line) used to show information visually.

### Subpoints (Parts) of Charts in MS Word:

1. **Chart Title** – heading of the chart
2. **Axis (X & Y)** – shows categories and values
3. **Plot Area** – area where data is displayed
4. **Chart Area** – full chart background
5. **Legend** – explains colors/data series
6. **Data Series** – actual data values
7. **Gridlines** – help to read values easily
8. **Data Labels** – show exact values on chart



### Helping Tool Of charts Design Menu



### Helping Tool Of charts Format Menu

