## **MARCH MADNESS BRACKET** Using Excel SmartArt

- 1 Save a new Excel Workbook as March Madness Bracket23\_xx
- 2 Go to Insert>Illustrations>SmartArt
- 3 <u>Hierarchy</u>>Horizontal Hierarchy
- 4 SmartArt Tools><u>Design</u> Tab><u>Create Graphic</u> Group>Right to Left
- 5 Open the Text Pane
- 6 After the last line, press enter once. You should end up with this graphic.
- 7 Click the top left box.
- 8 <u>Create Graphic</u> Group><u>Add Shape</u> dropdown arrow><u>Add shape below</u>

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- 9 Click the new shape.
- 10 <u>Create Graphic</u> Group><u>Add Shape</u> dropdown arrow><u>Add shape</u> <u>After</u>
- 11 Repeat Steps 7-10 to create a Smart Art Graphic with 32 boxes on the Left side.
- 12 Once you have half of the bracket, customize it. Then copy and paste the bracket and go to <u>SmartArt Tools</u>><u>Design</u> Tab><u>Create</u> <u>Graphic</u> Group><u>Left to Right</u>.
- 13 Starting on the left side of the official March Madness bracket, fill in your bracket. Go on to the right side.
- 14 From there, fill in the bracket with your prediction for the winner of each round.
- 15 When you get to the final bracket, create a shape and place it in the middle of the brackets. Make your winner prediction
- 16 Save your work and submit your file.



Drake

