**List**: What makes somebody a good friend?

* Change the layout of the diagram to ‘Basic Block List’.

*Tip*: Right-click on the outer border of the diagram and choose *Change Layout…* from the pop-up menu.

* Change the colours to any ‘Colorful’ colour scheme.

*Tip*: *SmartArt Design*, *SmartArt Styles* group, *Change Colors*.

**Process**: Preparing for a test or exam

Step 3 has been left out. Open the text panel and insert ‘Step 3: Do all your homework’ in the correct position.

**Cycle**: Daily chores

During your exams your chores are less. Remove the step ‘Help clean the kitchen’.