


CREATING FLOWCHARTS USING WORD FOR WINDOWS


This tutorial explains how to create organizational charts in documents made with Word 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.


For more information on creating organizational charts, see page 368 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

Plan Your Flowchart

1. List the steps in the process or procedure.
2. Create a symbol or drawing for each type of step.

start/end = 

activity = 

decision = 

3. Determine the label each step.
4. Arrange symbols from left to right, top to bottom, or in a circle.
 - Example:

Steps:

1. Collect ingredients. [start]
2. Place on counter. [activity]
3. Choose bread (white or wheat). [decision]
4. Spread peanut butter. [activity]
5. Choose second ingredient (jelly or bananas).
[decision]
6. Place second piece of bread. [activity]
7. Eat. [end]

Create the Flowchart in Word

1. Click **View; Toolbars; Drawing**.
 - The Drawing toolbar will appear at the bottom of the page.
2. Click **AutoShapes; Flowchart**.
3. Select the appropriate shape.
 - The pointer will change to a cross.
4. Position the cross on the document; hold down mouse key and move the mouse; release to stop drawing.
 - a. For circles, squares, and other figures, drag diagonally from top left to bottom right.
 - b. To create straight lines and perfect shapes, hold down the **Shift** key as you drag.
5. Right click on the drawing.
6. Highlight and click on **Add Text**.
7. Type the appropriate label title or description.

8. Repeat Steps 3 through 7 until you have all the drawings you need.
9. Click **AutoShapes; Connectors**.
10. Select the appropriate line connector (straight line with arrow on one end or square corners with arrow on one end).
 - The pointer will change to a cross.
11. Position the cross on the document.
12. Hold down mouse key and move the mouse; release to stop drawing.
13. Repeat steps 9 through 12 until you have all the connectors you need.
 - Example:

