

HOW TO CREATE A CHART IN A WORD DOCUMENT

Module name: Digital skills

Module code: LCLM 4002

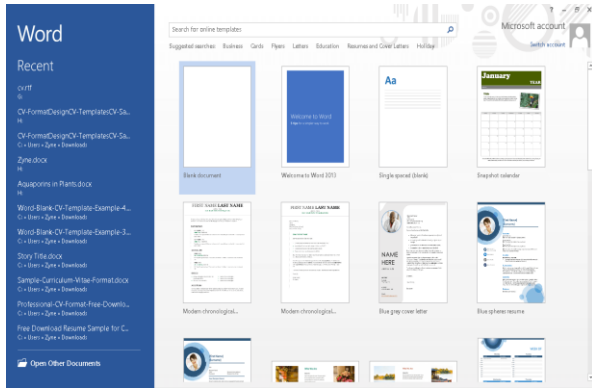
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Group: 5

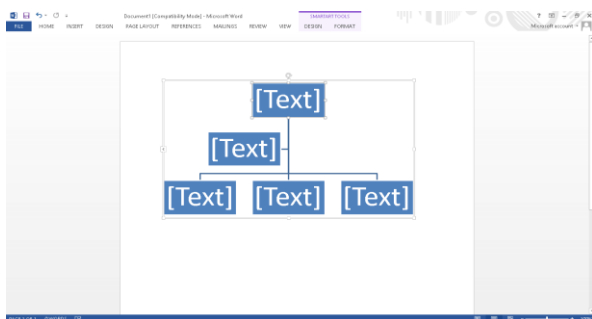
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Step 1: SmartArt



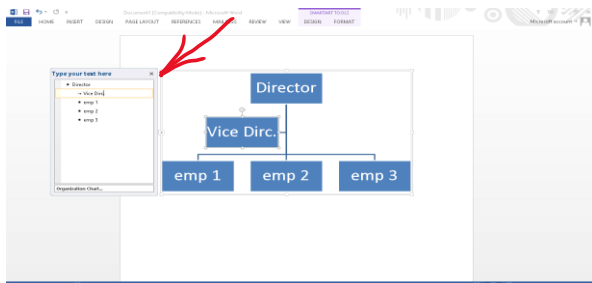
Open the Microsoft word program and click on a new document. In ribbon area, click on the Insert tab. In this tab, you will find the SmartArt option, click on it, and the SmartArt Graphic menu will open. Different styles of SmartArt options will display. Select the Hierarchy and the organizational chart option.

Step 2: Enter text



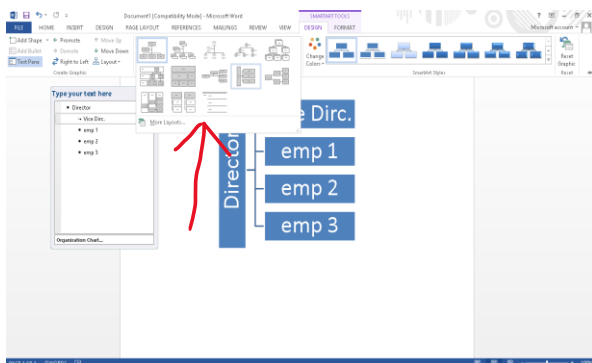
Now you will have a visual diagram in front of you. By clicking on your desired SmartArt you can edit the diagram text shape. Also, you can change the text and size of the content. However, you cannot add extra details inside the box.

Step 3: Customization



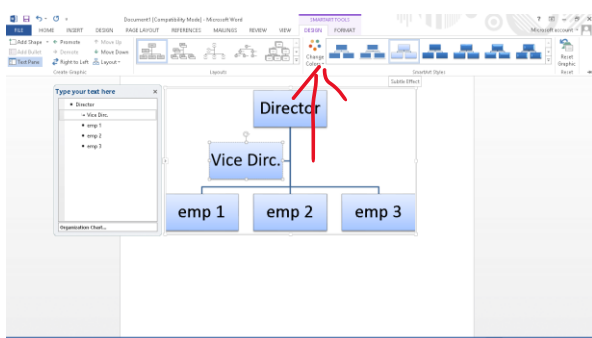
You can add more boxes to your chart by selecting the shape from the diagram. Then, in the top left corner, open the dropdown menu to pick suitable positions. You can also find Promote option there.

Step 4: Layouts



You can change different layouts of your organizational chart in words. There are different styles of rankings, and you can choose what fits your company the most.

Step 5: Format



Before finalizing your chart, you can make it look interesting by changing the colours of your chart. You can explore it by opening the Change Colours dropdown. Moreover, if you want to return to the previous template, you can click on the Reset graphic.