
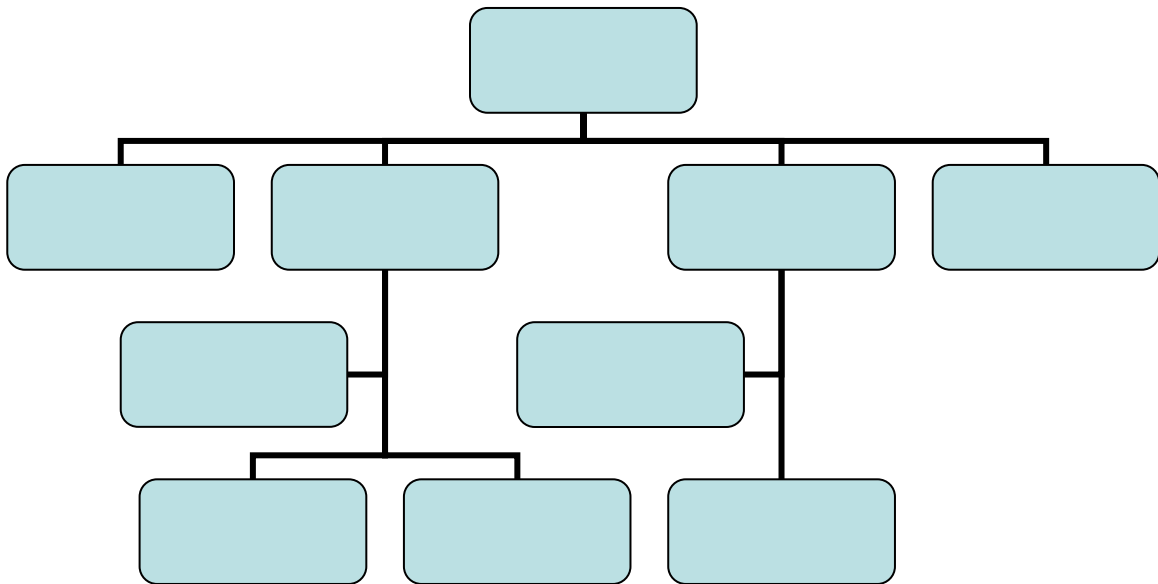
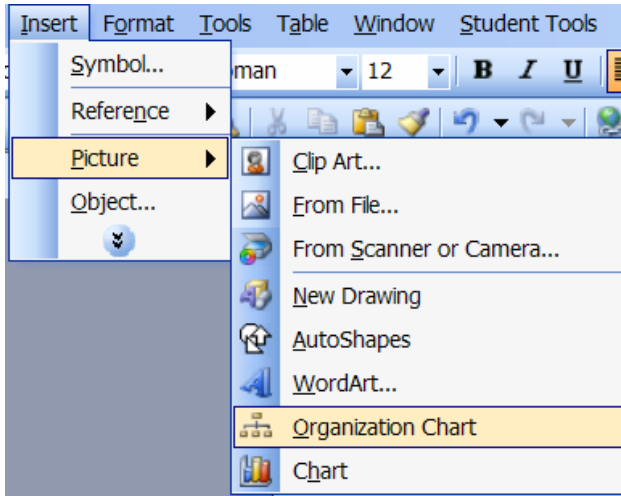


# ORGANIZATIONAL CHARTS



Click on the  diagramming tool on the **Drawing** toolbar to create an organization chart to illustrate hierarchical relationships.

Or click on Insert > Picture > Organizational Chart

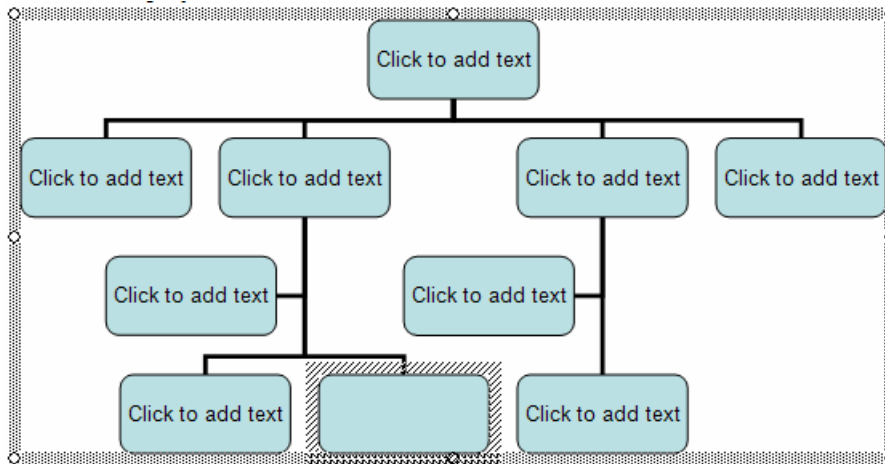


Janet Benincosa, Harrison County Technology Integration Specialist

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# ORGANIZATIONAL CHARTS

## DRAWING BORDER



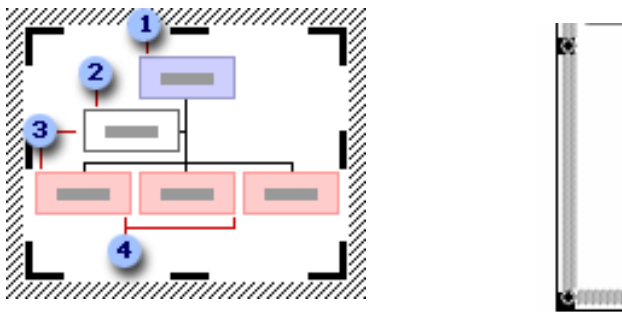
If you want to make the border around the drawing closely fit the diagram, on the **Diagram** or **Organization Chart** toolbar,

click **Layout**, and then click **Fit Organization Chart to Contents**.

If you want to add space around the diagram within the drawing,

on the **Organization Chart** toolbar, click **Layout**, and then click **Expand Organization Chart**.

## DRAWING SIZING HANDLES



When you add or change an organization chart, the organization chart appears with drawing space around it, outlined by a non-printing border and sizing handles. You can size the organization chart by using sizing commands to make the drawing area larger so you have more room to work, or you can get rid of extra space by fitting the border more closely to the diagram.

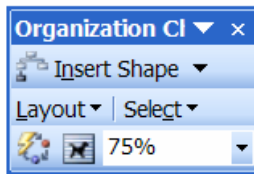
If you want to resize a diagram or organization chart along with the space around it within the drawing, drag the sizing handle at the corner of the drawing to the size you want.

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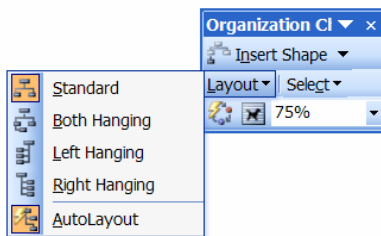
[jhbeninc@access.k12.wv.us](mailto:jhbeninc@access.k12.wv.us)

# ORGANIZATIONAL CHARTS

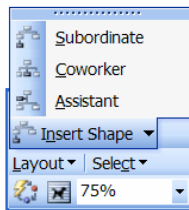
## ORGANIZATION CHART TOOLBAR



## LAYOUT



## INSERT SHAPE



- 1 Superior** (superior shape: In an organization chart, a shape that is placed above and connected to any other shape, such as an employee (subordinate or coworker shape) or assistant shape.) shape
- 2 Assistant** (assistant shape: In an organization chart, a shape that is placed below and connected to any other shape with an elbow connector. This shape is placed above any additional subordinate shapes for the particular superior shape it is attached to.) shape
- 3 Subordinate** (subordinate shape: In an organization chart, a shape that is placed below and connected to a superior (or manager) shape.) shapes (assistant and employee of the superior shape)
- 4 Coworker** (coworker shape: In an organization chart, a shape next to another shape that is connected to the same superior (or manager) shape.) shapes (also a subordinate of the superior shape)

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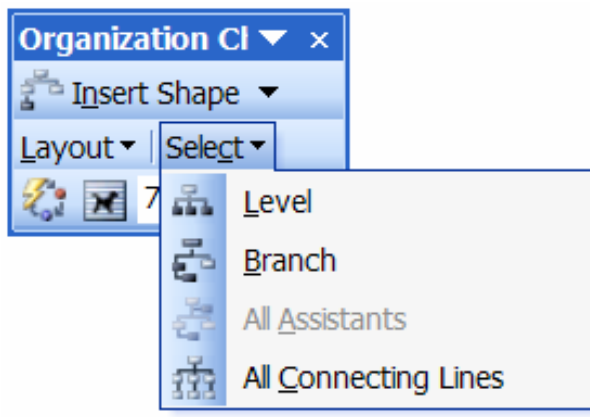
[jhbeninc@access.k12.wv.us](mailto:jhbeninc@access.k12.wv.us)

# ORGANIZATIONAL CHARTS

## TO ADD A SHAPE

If you want to add a shape, **select the shape you want to add the new shape under or next to**, click the arrow next to **Insert Shape** on the **Organization Chart**.

## SELECT




In order to use the **Select** commands (for example, **Select Branch**), you must first select a shape in the organization chart

## TO DELETE A SHAPE

To delete a shape in an organization chart or diagram, select the shape and press DELETE or right-click and click **Delete**.

## TO CHANGE TEXT COLOR

1. Select the text you want to change.
2. On the **Drawing** toolbar, click the arrow next to **Font Color** .
3. To change the text color back to its default, click **Automatic**. To change to another color, click one of the colors below **Automatic**.
4. To add text to a shape, right-click the shape, click **Edit Text**, and type the text.


**Text cannot be added to lines or connectors in organization charts.**

## TO CHANGE THE LAYOUT


Select the most superior (highest manager) shape of the branch that you want to apply a new layout to, click **Layout**, and then click **Standard**, **Both Hanging**, **Left Hanging**, or **Right Hanging**.

# ORGANIZATIONAL CHARTS


## TO CHANGE THE PRESET DESIGN SCHEME

If you want to add or change a preset design scheme, click **AutoFormat**  on the **Organization Chart** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), and select a style from the **Organization Chart Style Gallery**.


## TO CHANGE THE SHAPE FILL COLOR

1. Select the shape (WordArt: Text objects you create with ready-made effects to which you can apply additional formatting options.) you want to change.
2. On the **Drawing** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click the arrow next to **Fill Color** .

## TO CHANGE THE LINE COLOR

1. Select the line or connector you want to change.
2. On the **Drawing** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click the arrow next to **Line Color** .
3. Do one of the following:
  1. To change to the default color, click **Automatic**.
  2. To change to another color, click one of the colors below **Automatic**.

## TO CHANGE THE LINE STYLE

1. On the **Drawing** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Line Style** .
2. Click the style you want; or click **More Lines**, and then click a style.

## TO MOVE AN ELEMENT

1. To move a section of a diagram, select the section of the diagram that you want to move.
2. On the **Diagram** toolbar, click **Move Shape Forward** or **Move Shape Backward** to manipulate the segments.