CREATING ORGANIZATIONAL CHARTS USING WORD 2003

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 370 in Paul V. Anderson’s Technical Communication: A Reader-Centered Approach.

Plan Your Chart
1. Create an outline of positions indicating levels.
2. Decide what information to include in the boxes.
   • The choice of information depends on how readers will use the chart.
   • Example:


<table>
<thead>
<tr>
<th>I. CEO and Founder</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Vice President for Production</td>
</tr>
<tr>
<td>B. Vice President for Development</td>
</tr>
<tr>
<td>C. Vice President for Marketing</td>
</tr>
<tr>
<td>1. Manager for Research</td>
</tr>
<tr>
<td>2. Manager for Engineering</td>
</tr>
<tr>
<td>3. Manager for Testing</td>
</tr>
<tr>
<td>a. Computer Modeling</td>
</tr>
<tr>
<td>b. Beta Testing</td>
</tr>
</tbody>
</table>

Start Your Chart
1. From the Insert menu, choose Object.
   • A window will appear.
2. Highlight Microsoft Organization Chart
3. Click OK.
   • A window opens that containing a sample chart and the Organization Chart Toolbox.

Insert Text
1. Click on the appropriate box.
2. Type the text.
   • You may reformat the text (font, size, color, etc.) in the usual way.

Add Boxes
1. Place the cursor within the box to which you want to link the new box.
2. in the Organization Chart Toolbox, click on Insert Shape.
3. Select the level (Subordinate, Coworker, Assistant) at which you want to place the new box.

Remove Boxes
1. Click on the edge of the box you wish to remove.
   • Small circles will appear around the boxes border.
2. Press Delete.

From Paul V. Anderson’s Technical Communication: A Reader-Centered Approach
Reformat Boxes
1. Click on the box you wish to reformat.
2. If you wish to reformat two or more boxes in the same way, hold down RETURN as click on each one.
3. From the menus at the top of your screen, choose the appropriate one for the change you wish to make.
4. After you've chosen the change, click OK.

Example