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Active Blog
Word Trick

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Organization Charts

Say you need to deliver an organization chart of your company that includes the department leaders, assistants, supervisors and subordinates. This is how we do it:

1. Click where you want the chart to appear in your document.
2. Go to Insert | Picture | Organization Chart.
3. Click the Autoformat button on the Organization Chart toolbar and select the desired format to the left. Click OK.
4. Click the top box, click Insert Shape from the Organization Chart toolbar and select Assistant.
5. On the next row, click the left box, click Insert Shape, and select Subordinate three times.
6. Click the Middle box, click Insert Shape and select Subordinate three times.
7. Click the Right box, click Insert Shape, and select Subordinate three times.
8. Click to enter the appropriate text in each box.
9. Click the top box, click select in the toolbar, and select Branch.
10. Select the desired font and font size from the Formatting toolbar.

If you require additional information or assistance with this item, please give us a call.