



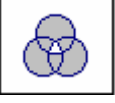



ORGANIZATION CHARTS OR DIAGRAMS

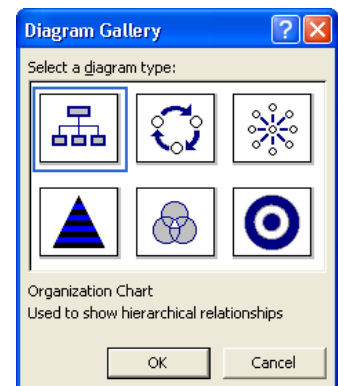
It is possible to add a variety of diagrams or organization charts using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Diagrams can be used to illustrate various conceptual materials and to enliven documents. When a diagram or organization chart is added to or changed in a document, it appears with a drawing space around it, outlined by a non-printing border and sizing handles. The table below provides a description of an Organization Chart and a list of the different diagrams that are available, along with a description of each one.

Chart/Diagram	Image	Description
Organization Chart		<p>Illustrates the relationship within a group such as a school, office, or a government. In this type of diagram, there are different relationships that can be added. These are:</p> <ul style="list-style-type: none"> ✦ Superior – A person in an organization whose powers and responsibilities are above those of other people, such as a manager. ✦ Subordinate – A person who reports to a superior, such as a manager or supervisor. ✦ Coworker – A person who reports to the same supervisor as someone else. ✦ Assistant – A person whose chief responsibility is to assist a superior in his or her work.
Cycle Diagram		This diagram charts a cyclical process, such as the design and production of a new automobile.
Radial Diagram		This diagram is used to illustrate the relationships of several items to a single item.
Pyramid Diagram		To show items that build upon one another, use this diagram.
Venn Diagram		To depict items of overlapping characteristics, such as two jobs with overlapping responsibilities, use this type of diagram.
Target Diagram		To illustrate items that build upon each other, use this diagram.

INSERTING A DIAGRAM

As shown in the table above, there are five different types of diagrams that can be inserted into a document.

- ✦ Do one of the following:
 - ✦ Click **Insert** on the **Menu Bar** and then click **Diagram** from the list of choices.
 - ✦ Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar.
- ✦ The **Diagram Gallery** dialog box will be displayed (see illustration at right).









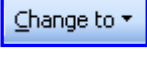

- ✚ Select the type of diagram to be inserted.
- ✚ Click **OK** to exit the dialog box and add the diagram to the document.

ADDING TEXT TO A SHAPE

- ✚ Click the area within the diagram where it says **Click to add text**.
- ✚ Type the text.
- ✚ Click outside the shape.

DIAGRAM TOOLBAR

The documentation below gives a brief explanation of each of the buttons on the Diagram toolbar. Along with the explanation is an image of the item as it is displayed on the toolbar.

Button	Image	Description
Insert Image		This option is used to insert a new shape into the diagram. Each time the button is clicked, a new shape will be added to the diagram.
Move Shape Backward		To move one of the shapes backward in the diagram, click this button. When this button is clicked, the shape will move backward one level at a time.
Move Shape Forward		Click this button to move the shape forward in the diagram. Clicking the button will move the shape forward one level at a time.
Reverse Diagram		To change the order of the shape, click this button.
Layout		This option is used to change the layout of the shape. The choices under this option are Fit Diagram to Contents, Expand Diagram, Resize Diagram, and Auto Layout.
Auto Format		To apply a different format to the Diagram, click this button. When the button is clicked, the Diagram Style Gallery will display.
Change to		When the list arrow for this button is clicked, a list of the different diagrams will be displayed. To change the diagram type, just click one of the options in the list.
Text Wrap		This button is used to apply text wrapping to the diagram image. When text wrapping is applied to a diagram, text from a document will wrap around the document. There are several types of text wrapping available such as Top and Bottom, Square, and Tight.

ADDING A NEW SHAPE

- ✚ Click the shape to the left of where the new shape is to be added.
- ✚ Click the **Insert Shape** button on the **Diagram** toolbar.
- ✚ The new shape will appear in the diagram. Text will be added to the shape that says **Click to Add Text**.

MODIFYING A DIAGRAM

After creating a diagram, it is possible to make changes to it later on.

RESIZING A DIAGRAM

- ✚ Click the **Diagram** to select it.
- ✚ Click the **Layout** button on the **Diagram** toolbar.
- ✚ Select one of the options from the list.
 - ✦ **Fit Diagram to Contents** – To resize the background to fit the current size of the diagram, select this option.
 - ✦ **Expand Diagram** – This option is used to expand the background of the chart without affecting the size of the chart itself.
 - ✦ **Resize Diagram** – Use this option to manually resize the diagram and its background by dragging the border of the chart.
 - ✦ **Auto Layout** – This button must be activated before a new shape can be added to the diagram. The default option is to have the option activated.

APPLYING AN AUTOFORMAT

- ✚ Click the **Diagram** to select it.
- ✚ Click the **AutoFormat** button on the **Diagram** toolbar.
- ✚ Select an **AutoFormat**.
- ✚ Click **OK**.

CHANGING A DIAGRAM TYPE

- ✚ To switch to a different diagram type:
 - ✦ Click the **Change to** button on the **Diagram** toolbar.
 - ✦ Select the type of diagram that is to be used.

MOVING/FLIPPING A SHAPE

- ✚ To move a shape around the circular layout, click one of the following buttons.
 - ✦ **Move Shape Forward** – This button is used to move the shape forward in the diagram one at a time.
 - ✦ **Move Shape Backward** – Click this button to move the shape backward one at a time.
- ✚ To flip the diagram on its vertical axis, click the **Reverse Diagram** button.

APPLY TEXT WRAPPING

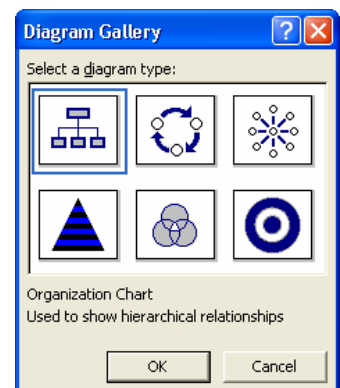
- ✚ Click in an area of the chart other than a shape.
- ✚ Click the **Text Wrapping** button on the **Diagram** toolbar.
- ✚ Select a wrapping option from the list.

INSERTING AN ORGANIZATION CHART

An Organization Chart is used to show the relationship of a group within a school, business, or other organization.

INSERTING THE ORGANIZATION CHART

- ✚ Do one of the following:
 - ✦ Click **Insert** on the **Menu Bar** and then click **Diagram** from the list of choices.
 - ✦ Click the **Insert Diagram or Organization Chart** button on the **Drawing** toolbar.



- ✦ The **Diagram Gallery** dialog box will be displayed (see illustration on previous page).
- ✦ Click the **Organization Chart** button in the dialog box.
- ✦ Click **OK** to exit the dialog box and insert the **Organization Chart** into the document.

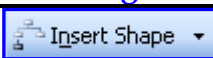
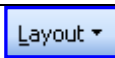



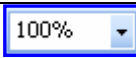
ADDING TEXT TO THE ORGANIZATION CHART

Each shape that is added to an Organization Chart has the words **Click to Add Text**. This is the area where text is added to the Organization Chart. To add text:

- ✦ Click on the **Shape** that the text is to be added to.
- ✦ Input the text for that shape.
- ✦ Click another area in the chart to leave the shape.
- ✦ The text should be added to the shape.
- ✦ Continue to click each shape individually and add additional text.

ORGANIZATION CHART TOOLBAR

This toolbar is used to add additional shapes to the chart and to change the format of the chart. The documentation below gives a brief explanation of each of the buttons on the Organization Chart toolbar. Along with the explanation is an image of the item as it is displayed on the toolbar.

Button	Image	Description
Insert Shape		This button is used to add a new shape to the Organization Chart. The options under here are Subordinate, Coworker, or Assistant. For an explanation of each of these options, see the table at the beginning of this document.
Layout		Click list arrow for this button to change the layout of the chart. The options under here are Standard, Both Hanging, Left Hanging, or Right Hanging. An explanation of each of these is available in the next section of this document.
Select		To select levels in the chart, click the list arrow for this button and select one of the options. These are Level, Branch, All Assistants, or All Connecting Lines.
Auto Format		This button is used to apply a different format to the chart. When this button is clicked, an Organization Chart Style Gallery dialog box will display.
Text Wrap		This button is used to apply text wrapping to the diagram image. When text wrapping is applied to a diagram, text from a document will wrap around the document. There are several types of text wrapping available such as Top and Bottom, Square, and Tight.
Zoom		This option is used to change the display of the page. There are several different sizes to choose from such as Whole Page.

CHANGE THE WAY A GROUP IS DISPLAYED

- ✦ Click the **Shape** that's the **Superior** of the group that is affected.
- ✦ Click the **Layout** button on the **Organization Chart** toolbar.

- ✚ Select the desired Layout. The options are:
 - ✦ **Standard** – All coworkers appear horizontally.
 - ✦ **Both Hanging** – Coworkers appear on either side of a vertical line.
 - ✦ **Left Hanging** – Coworkers appear on the left side of a vertical line.
 - ✦ **Right Hanging** – Coworkers appear on the right side of a vertical line.

TO ADD A NEW SHAPE:

- ✚ Click the shape in the chart to which a new level is to be added.
- ✚ Click the list arrow next to the **Insert Shape** button on the **Organization Chart** toolbar.
- ✚ Select from one of the available options. These are:
 - ✦ **Subordinate** – A person who reports to a superior, such as a manager or supervisor.
 - ✦ **Coworker** – A person who reports to the same supervisor as someone else.
 - ✦ **Assistant** – A person whose chief responsibility is to assist a superior in his or her work.

APPLYING AN AUTOFORMAT

- ✚ Click the **Diagram** to select it.
- ✚ Click the **AutoFormat** button on the **Organization Chart** toolbar.
- ✚ Select an **AutoFormat**.
- ✚ Click **OK**.

SELECTING CHART ELEMENTS

- ✚ Click one of the boxes within the **Organization Chart**.
- ✚ Click the **Select** button on the **Organization Chart** toolbar.
- ✚ Click one of the available options. These are:
 - ✦ **Level** – This button is used to select all the shapes that are at the same level as the shape where the insertion point is located.
 - ✦ **Branch** – Select this option to select all the objects within the chart.
 - ✦ **All Assistants** – To select the assistants in the chart associated with the shape where the insertion point is located, click this option.
 - ✦ **All Connecting Lines** – To select the connecting lines in the chart, click this option.

APPLY TEXT WRAPPING

- ✚ Click in an area of the chart other than a shape.
- ✚ Click the **Text Wrapping** button on the **Organization Chart** toolbar.
- ✚ Select a wrapping option from the list.