







## Inserting Diagrams

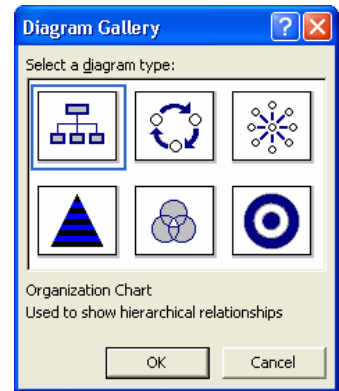
It is possible to add a variety of diagrams using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. These diagrams can be used to illustrate various conceptual materials and to enliven documents. When a diagram is added to or changed in a document, it appears with a drawing space around it,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

Diagram	Description
<b>Organization</b> 	<p>This diagram 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"> <li>• <b>Superior</b> – A person in an organization whose powers and responsibilities are above those of other people, such as a manager.</li> <li>• <b>Assistant</b> – A person whose chief responsibility is to assist a superior in his or her work.</li> <li>• <b>Subordinate</b> – A person who reports to a superior, such as a manager or supervisor.</li> <li>• <b>Coworker</b> – A person who reports to the same supervisor as someone else.</li> </ul>
<b>Cycle</b> 	<p>This diagram charts a cyclical process, such as the design and production of a new automobile.</p>
<b>Radial</b> 	<p>This diagram is used to illustrate the relationships of several items to a single item.</p>
<b>Pyramid</b> 	<p>This diagram shows items that build upon one another.</p>
<b>Venn</b> 	<p>This diagram is used to depict items of overlapping characteristics, such as two jobs with overlapping responsibilities.</p>
<b>Target</b> 	<p>This diagram is used to illustrate items that build upon each other.</p>

### Inserting an Organization Chart



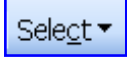


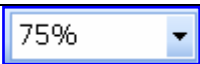
- ❖ Create a **New Slide** in the presentation.
- ❖ Choose the **Title only** Slide Layout for this slide.
- ❖ To display the **Drawing** toolbar, if necessary:
  - Click **View** on the **Menu Bar**.
  - Point to **Toolbars**.
  - Click **Drawing** in the list of toolbars.
  - The **Drawing** toolbar should display at the bottom of the window.

- ❖ Do one of the following:
  - Click **Insert** on the **Menu Bar** and then click **Diagram** from the list of options.
  - Click the **Diagram** button on the **Drawing** toolbar.
- ❖ The **Diagram Gallery** dialog box will display (see illustration at right).
- ❖ Click the **Organization Chart** button (first row, first column) and then click **OK**.
- ❖ The **Organization Chart** will appear in the slide.



### Organization Chart Toolbar

The **Organization Chart** toolbar will display somewhere in the window. The buttons on this toolbar are described and illustrated in the table below.

Button		Description
<b>Insert Shape</b>		Click this button to insert a new shape for the chart. To choose a specific working relationship, click the list arrow and choose from the following options: <ul style="list-style-type: none"> <li>✦ <b>Assistant</b> – A person whose chief responsibility is to assist a superior in his or her work.</li> <li>✦ <b>Subordinate</b> – A person who reports to a superior, such as a manager or supervisor.</li> <li>✦ <b>Coworker</b> – A person who reports to the same supervisor as someone else.</li> </ul>
<b>Layout</b>		When this button is clicked, the orientation of the chart can be changed to: Standard, Both Hanging, Left Hanging, and Right Hanging.
<b>Select</b>		Click this button to select the boxes at the different levels of the chart. The options are: Level, Branch, All Assistants, and All Connection Lines.
<b>Fit Text</b>		This button is used to fit the text to the boxes in the chart.
<b>Auto Format</b>		To apply a different format to the chart, click this button. A list of different formats will appear. When each option is clicked, the design will display in the box on the right.
<b>Zoom</b>		This button is used to increase the size of the chart in the window.

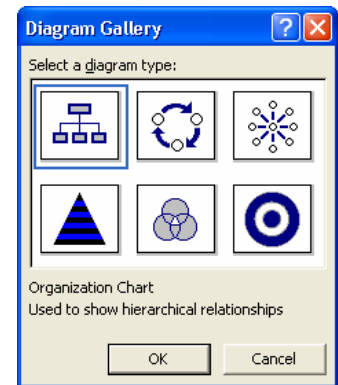
### Adding Information to the Chart

- ❖ For the **Title** of the slide, input **Organization Chart**.
- ❖ Click the **first** box in the **Organization Chart**.
- ❖ Input **your name**.
- ❖ Press the **Enter** key and input **President**.
- ❖ The size of the box will expand to accommodate the text that was input.
- ❖ Click in the **second** box (the one in the second row on the left).
- ❖ Input a name and title for this box.
- ❖ Continue this process until all the boxes have been completed.

- ❖ To add additional level boxes to the Organization Chart, click in the box to which you want the new box attached.
- ❖ Click the **Insert Shape** button on the **Organization Chart** toolbar.
- ❖ Input some pertinent information for this level.
- ❖ To change the layout of the **Organization Chart**, click the **Layout** list arrow. There are several options to choose from in this list.
- ❖ To change the **Format** of the chart, click the **AutoFormat** button.
- ❖ A gallery of different formats will appear in the window. Click on each of the formats to see what is available.
- ❖ Click one of the formats and then click **Apply**.
- ❖ The dialog box will close and the new format will be applied to the chart.





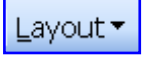

### Inserting a Diagram


- ❖ Insert a **New Slide** into the presentation.
- ❖ Change the **Slide Layout** to **Title Only**.
- ❖ 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. For this lesson, we will use the **Radial Diagram**.
- ❖ Click **OK** to exit the dialog box.
- ❖ For the title of this slide, input **Age Groups**.



### Diagram Toolbar

Some of the buttons on the Diagram toolbar are the same as they are for the **Organization Chart** toolbar. However, there are some that are different. The table below describes and illustrates the buttons on the Diagram toolbar

Button	Description
<b>Insert Shape</b> 	Click this button to insert a new shape for the diagram.
<b>Move Shape Backward</b> 	This button is used to move the shape to a different location in the diagram.
<b>Move Shape Forward</b> 	This button is used to move the shape to a different location in the diagram.
<b>Reverse Diagram</b> 	Click this button to flip the diagram on its vertical axis.
<b>Layout</b> 	Click this button to choose a different layout for the diagram. The options that are available are: Fit Diagram to Contents, Expand Diagram, or Resize Diagram.
<b>Auto Format</b> 	To apply a different format to the chart, click this button. A list of different formats will appear. When each option is clicked, the design will display in the box on the right.

Button	Description
<b>Change To</b> 	Click the list arrow for this option to change the type of diagram that is to be used.

### **Adding a New Shape**

- ❖ Click the shape in the middle of the diagram.
- ❖ Click the **Insert Shape** button on the **Diagram** toolbar.

### **Adding Text to a Shape**

- ❖ Click in the, **Click to add text** option in the middle of the diagram.
- ❖ Input the appropriate information.
- ❖ Continue this process until all the circles for the diagram have been added.

### **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** - This option is used to resize the background to fit the current size of the diagram.
  - **Expand Diagram** - Choose this option to expand the background of the diagram without affecting the size of the diagram itself.
  - **Resize Diagram** - To manually resize the diagram and its background drag the border of the diagram.

#### Applying an AutoFormat

- ❖ Click the **Diagram** to select it.
- ❖ Click the **AutoFormat** button on the **Diagram** toolbar.
- ❖ Select an **AutoFormat**.
- ❖ Click **Apply**.

#### Changing Diagram Types

- ❖ To switch to a different diagram type:
  - Click the **Change to** button.
  - Select the type of diagram that is to be used.
- ❖ To move a shape around the circular layout, click one of the following options.
  - Move Shape Forward
  - Move Shape Backward
- ❖ To flip the diagram on its vertical axis, click the **Reverse Diagram** button.

Other diagrams are created using the same process as described for the Radial Diagram.