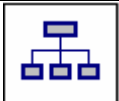







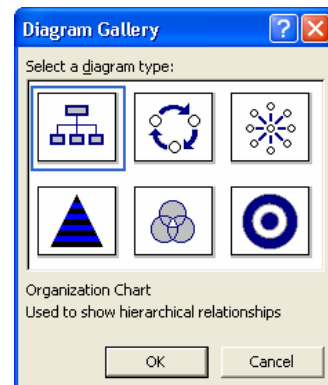
## Diagrams

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 of each one.

Diagram	Description
<b>Organization Chart</b>	 <p>This type of 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> - This is a person in an organization whose powers and responsibilities are above those of other people, such as a manager.</li> <li>• <b>Assistant</b> - This is a person whose chief responsibility is to assist a superior in his or her work.</li> <li>• <b>Subordinate</b> - This is a person who reports to a superior, such as a manager or supervisor.</li> <li>• <b>Coworker</b> - This is a person who is at the same level as another person. This person reports to the same supervisor as another person does.</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>To show items that build upon one another, use this diagram.</p>
<b>Venn</b>	 <p>To depict items of overlapping characteristics, such as two jobs with overlapping responsibilities, use this type of diagram.</p>
<b>Target</b>	 <p>To illustrate items that build upon each other, use this diagram.</p>

### Inserting an Organization Chart

- ❖ To insert a diagram 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 **Diagram** button on the **Drawing** toolbar.
- ❖ The **Diagram Gallery** dialog box will be displayed (see the illustration at the right).
- ❖ Select the **Organization** type (first row, first column).
- ❖ Click **OK** to exit the dialog box.



❖ **To add text to a shape:**



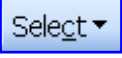


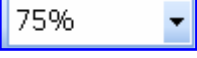
- Click the shape.
- Type the text.
- Click outside the shape.

❖ **To add a new shape:**

- Click the shape to which a new relationship is to be added.
- Click the **Insert Shape** button on the toolbar.
- Choose the type of relationship that is to be added, if applicable. This option is only available for the **Organization Chart**

**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
Insert Shape		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: † <b>Assistant</b> – This is a person whose chief responsibility is to assist a superior in his or her work. † <b>Subordinate</b> – This is a person who reports to a superior, such as a manager or supervisor. † <b>Coworker</b> – This is a person who reports to the same supervisor as someone else.
Layout		When this button is clicked, the orientation of the chart can be changed to: Standard, Both Hanging, Left Hanging, and Right Hanging.
Select		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.
Fit Text		This button is used to fit the text to the boxes in the chart.
Auto Format		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.
Zoom		This button is used to increase the size of the chart in the window.

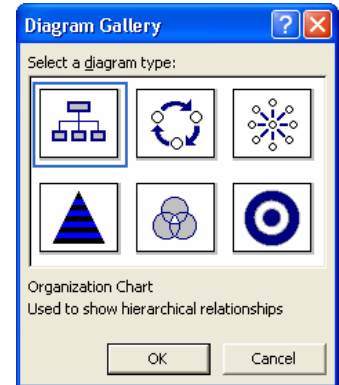
**Adding Information to the Chart**

- ❖ Click the **first** box in the **Organization Chart**.
- ❖ Input the desired text.
- ❖ Press the **Enter** key to input a second line of text, if desired.
- ❖ 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

- ❖ Place the insertion point in the area where the diagram is to be inserted.
- ❖ 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.



### 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.
<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.
- ❖ Continue this process until there are **six** shapes around the outside of this circle.

### Adding Text to a Shape

- ❖ Click somewhere inside one of the shapes in the diagram.
- ❖ Input the text for that shape.
- ❖ Click in the next shape to input information for that one.
- ❖ Continue this process until all the shapes have been input.
- ❖ Click somewhere outside the diagram.

### 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** list arrow.
  - Select the type of diagram that is to be used.
- ❖ To move a shape around the circular layout for some of the **Diagrams**, 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.