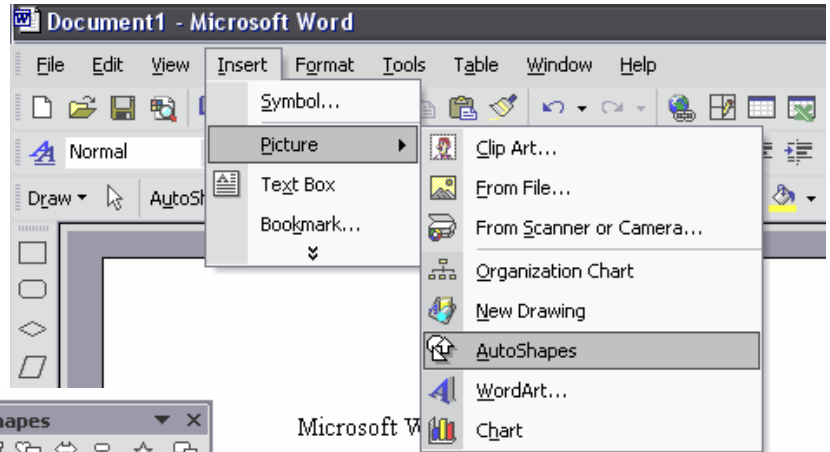


Getting Started with Flowcharts in Microsoft Word

Use the **Insert** menu at the top to navigate to the **AutoShapes** box by following the steps:

Insert → **Picture** → **AutoShapes**

Then, you can select either the flowchart icon and create the shapes or the lines icon to connect the shapes.

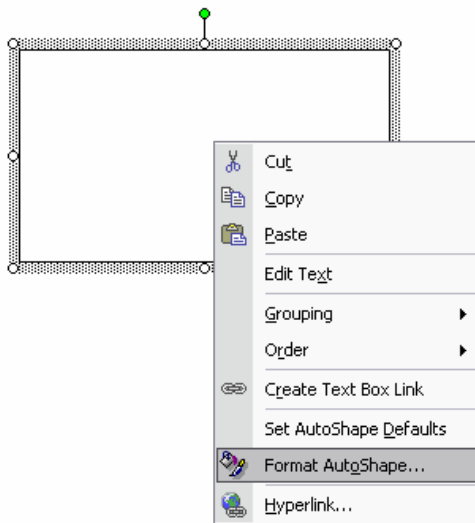
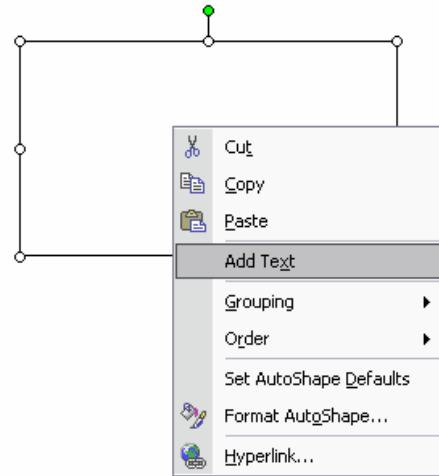


Microsoft Word
Insert → Picture → AutoShapes

Alternately, you can turn on this tool bar by right-clicking the Word tool bar itself and selecting the **Drawing** and/or **Flowchart** features. This will display the tools menu all the time for quick access. That's how I do it.

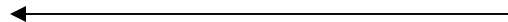
TIP #1

Once you've created a shape, you'll want to add text to it. Simply right-click on the object and select the **Add Text** feature as shown to type your directions into the shape.





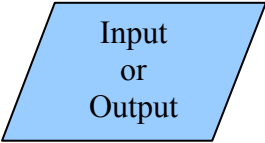
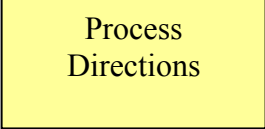
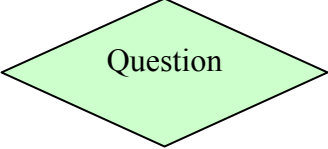
TIP #2

To change the background color of a shape, right-click the object and select the **Format AutoShape** feature. Another box will pop up and you must select the **Colors and Lines** tab to format the box to your liking.

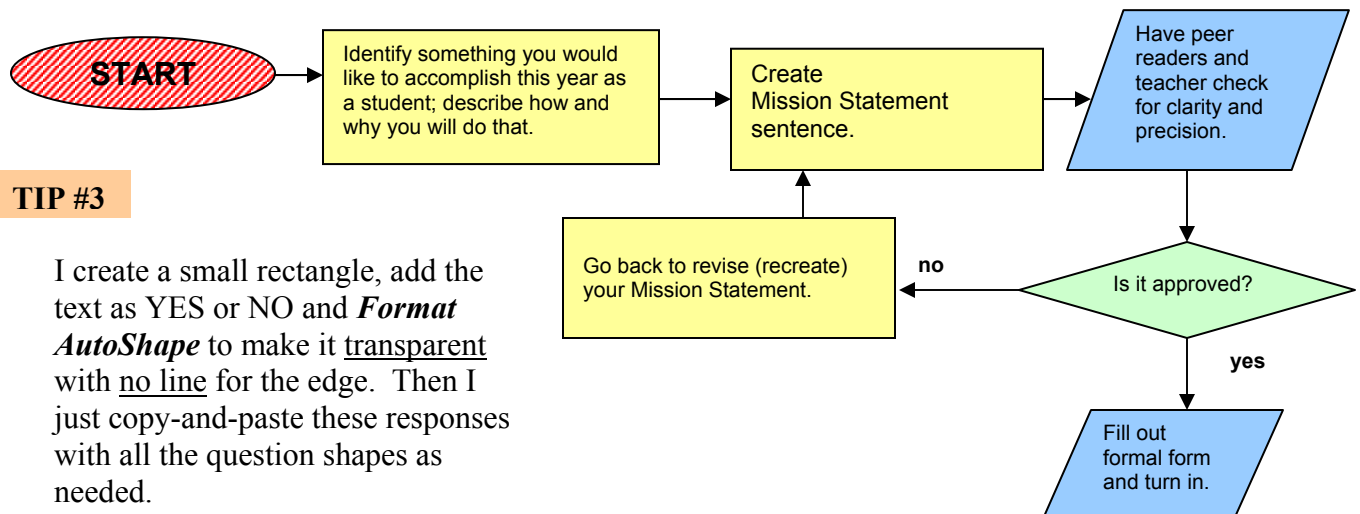


Getting Started with Flowcharts in Microsoft Word

Flow Chart Basics

Name	Symbol	Use in Flowchart
Oval or Ellipse		the beginning or end of a process
Flow Line		the direction of flow in the process
Parallelogram		either an input operation (e.g., doing research, collecting data) or an output operation (e.g., printing a rough draft out or data chart)
Rectangle		a process is to be carried out (e.g., creating the topic sentence of a paper)
Diamond		a decision must be made, which can result in two or more directions the process can take (e.g., deciding whether to revise work again or turn it in)

A Simple Example of a Flow Chart: Creating a Mission Statement



TIP #3

I create a small rectangle, add the text as YES or NO and **Format AutoShape** to make it transparent with no line for the edge. Then I just copy-and-paste these responses with all the question shapes as needed.