

Word 2007: Flowcharts

Learning guide

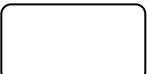

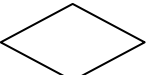
How can I use a flowchart?

As you plan a project or consider a new procedure in your department, a good diagram can help you determine whether the project or procedure is feasible and reasonable. Word’s flowcharting tools allow you to create diagrams that are clear and easy to read. These diagrams can help you:

- Document your department's procedures
- Promote and describe your department's services
- Create a project plan
- Display developing themes in collected data
- Plan the navigation structure for your department's web site
- Display the organizational structure of your department
- Design a structure for instructional multimedia or courseware

Flowchart basics

Flowcharts are composed of shapes and connecting arrows. Most flowcharts will utilize the following three shapes:

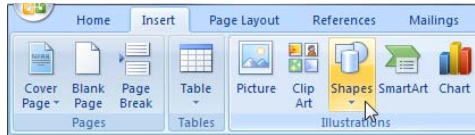
Shape	Type	Usage
	Start block or End block	Begins or ends a process
	Process block	Describes the action taken as a process is ongoing
	Decision block	Describes a required choice or decision

Creating flowchart shapes

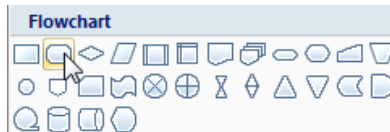
Drawing a start block

Every process has a starting point and the majority of flowcharts begin with a start block. To draw a start block:

- From the **Insert** ribbon, click on the button labeled **Shapes**.



- From the **Shapes** menu, navigate to the **Flowchart** submenu and click on the menu item marked with a rounded rectangle.

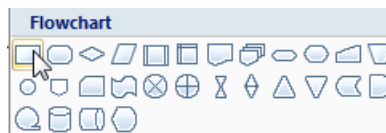


- Your cursor should now be a +. Press and hold the mouse pointer to create your starting block. Release the mouse button when the rectangle is large enough.



Drawing a process block

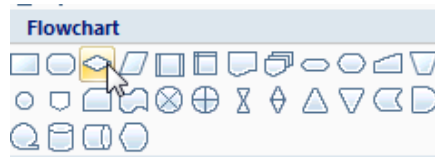
- Returning to the **Shapes** menu, click on the first rectangle in the **Flowchart** region.



- Draw the rectangle following the process described above.

Drawing a decision block

- From the **Shapes** menu, click on the diamond located in the **Flowchart** region

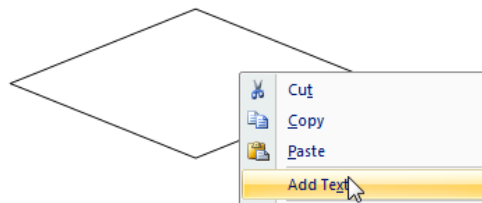


- Draw a diamond using the aforementioned process.

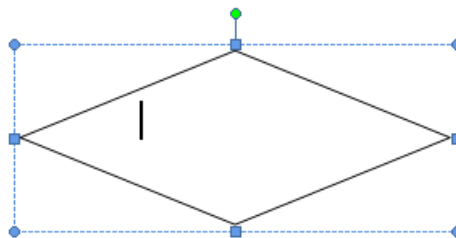
Inserting text inside a shape

Once you have drawn shapes on your flowchart, you can insert text within the shape. To insert text into a shape:

- Right click on the shape you wish to customize.
- From the menu that appears, select **Add text**.



- Word will display a light blue border around the shape, and a flashing insertion point cursor inside the shape.



- Type the text that you wish to display within the shape.
- Click the mouse button outside of the shape and the blue border will disappear.

Customizing flowchart shapes

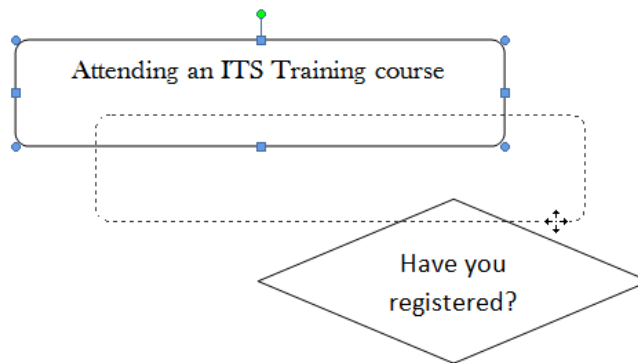
Once you've drawn the shapes on your flowchart, you can customize them to make your diagram more readable.

Moving a shape

- Click on the shape that you wish to move.
- Place your cursor over the edge of the shape.
 - Word will display a cursor with four arrows.

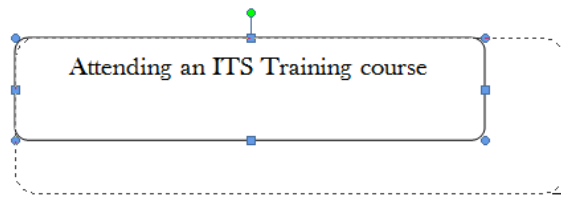


- Click and drag the shape to its new location.
- Release the mouse button when you are satisfied with the new location of your shape.



Resizing a shape

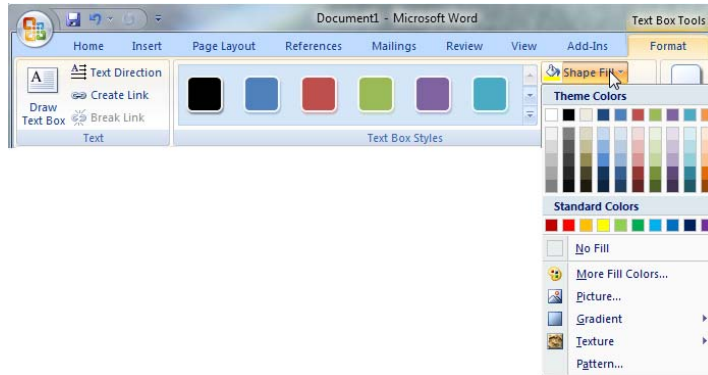
- Click on the shape that you wish to resize.
- Place your cursor over one of the round selection handles on one of the corners of the shape.
- Click and drag to resize the shape.
- Release the mouse button when you are satisfied with the new size of your shape.



Tip: Dragging outward from the middle of the shape will make the shape larger, while dragging inward toward the middle will make the shape smaller.

Changing the shape's color

- Click on the shape whose background color you wish to change.
- From the **Format** ribbon, navigate to the **Text Box Styles** tab.
- From here, click on the **Shape Fill** button to give your shape color.



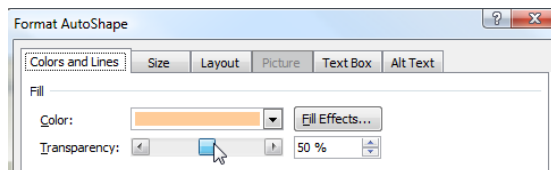
Creating styles for your button

From the **Shape Fill** menu, you can apply different effects to the color of your button

- To have a picture fill your shape, click on **Picture...** and browse to the location of the picture file
- To produce different lighting effects, click on **Gradient...** and pick the desired effect
- To add a sense of texture to your shape, click on **Texture...** and pick the desired texture.

Making the background of your shape transparent

- Right click on the edge of the shape.
- From the menu that appears, click on **Format AutoShape**.
- From the **Format AutoShape** window that appears, click on the tab labeled **Colors and Lines**.
- In the **Fill** area, click on the down-facing arrow next to the box labeled **Color**.
- From the menu that appears, adjust the slider button to the desired degree of transparency.



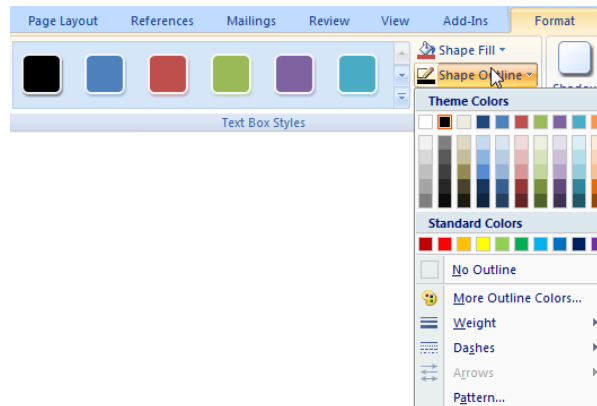
- Click on the **OK** to apply the change to the background of your shape.

Customizing a shape's border

Occasionally you may wish to customize your flowchart by changing the color or style of your shapes' border.

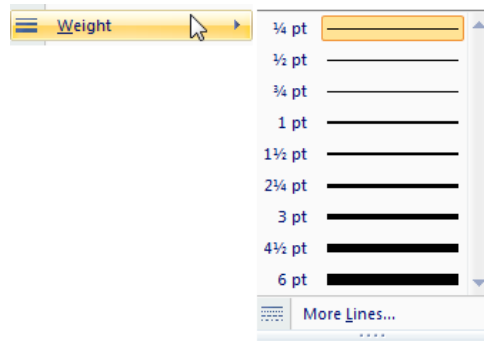
Changing the border's color

- Click on the shape whose border you wish to customize.
- From the **Format** ribbon, click on **Shape Outline**.
- From here you can select the color of your border.



Changing the border's width

- After clicking on **Shape Outline**, click on **Weight**.
- From the menu that appears, choose a new width for the border of your shape.



- Similarly, you can change the style of your border by exploring the **Dotted** and **Patterns** menus of the **Shape Outline** menu

Removing a shape's border

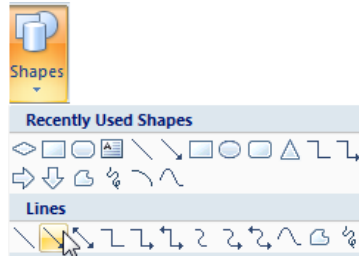
- From the **Shape Outline** menu, click on **No Outline**

Connecting flowchart shapes

Once you've drawn the shapes in your flowchart and added text to each shape, you can draw arrows to connect your flowchart shapes in sequence.

Drawing an arrow

- From the **Insert** ribbon, click on the **Shapes** button
- From the **Shapes** submenu, click on the appropriate arrow

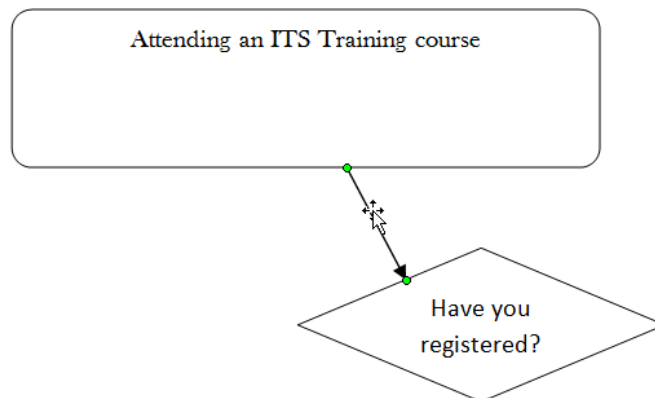


- Place your cursor on the edge of the shape from which your arrow will emerge.
- Drag the cursor toward the next shape in your flowchart's sequence.
- Release the mouse button when the arrow connects the first shape to the second one.

Moving an arrow

Word allows you to move an entire connecting arrow, or reposition sections of the arrow. To move the entire arrow to another position in the flowchart:

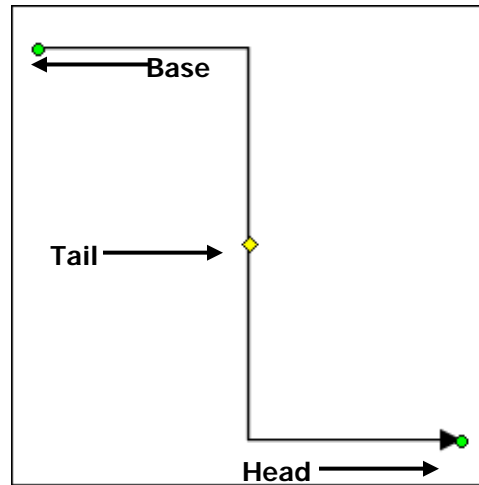
- Click on the arrow to select it.
- Place your cursor on the arrow.
- Word will display a special cursor with four arrows to indicate that it's ready to move your connecting arrow.



- Click and drag the arrow to its new location.
- Release the mouse button when you are satisfied with the arrow's new location.

Repositioning components of an arrow

Each arrow that you draw has several components that can be individually repositioned.

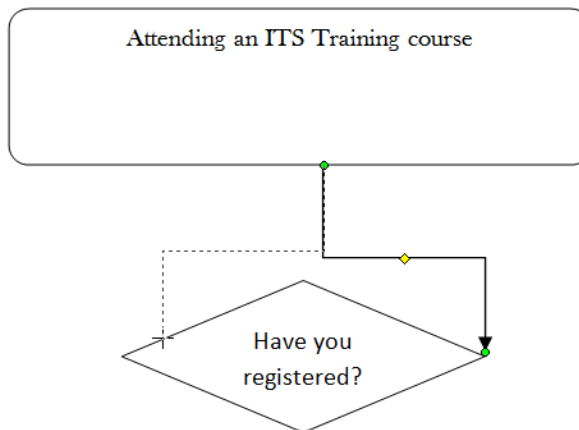


To reposition the base or head of an arrow:

- Click on the arrow to select it.
- Place your cursor over the arrow's base or head (green).
- Word will display a plus-shaped cursor.



- Click and drag the arrow component to its new location.
- Release the mouse button when you are satisfied with the new location.

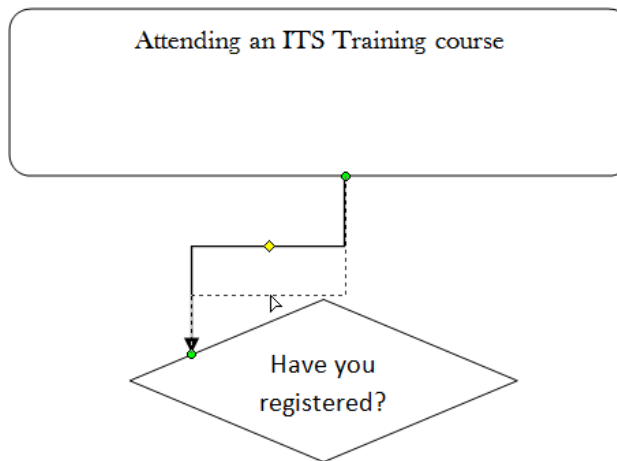


To reposition the tail of the arrow (when using crooked arrows):

- Click on the arrow to select it.
- Place your cursor over one of the yellow selection handles along the arrow's tail.
- Word will display a white, triangular cursor.



- Click and drag that section of the arrow's tail to its new location.
- Release the mouse button when you are satisfied with the new location of the arrow's tail.

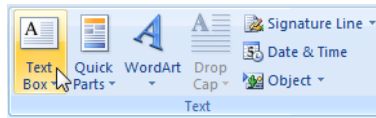


Adding Labels to your Flowchart

In many cases, your flowchart will be more readable if you label the arrows that connect the shapes in your diagram. Arrows originating from decision blocks should almost always be labeled. To label your arrow, you'll use a custom text box with no background color and no border.

Adding a text box

- From the **Insert** ribbon, go to the **Text** tab and click on **Text Box**.



- At the bottom of the menu, click **Draw Text Box**. Word will change your cursor to +.
- Point to the arrow you wish to label and drag the cursor to draw the box that will contain your arrow's label.
- Type the text for your label in the text box.
- If necessary, select the text within the text box and apply any new formatting.

Tip: You can select and format text within a text box with the same techniques you'd use to select and format text anywhere else in a Word document.

Formatting the text box

To make the text box appear as a label, you must remove its border and make the text box transparent. This is the exact process you would use to format shapes.

Removing its border

- Click on the text box and go to the **Format** ribbon
- From the **Shape Outline** menu, click on **No Outline**.

Making the text box transparent

- Right-click the text box and click **Format Text Box**. From this window, click on the tab labeled **Colors and Lines**.
- In the **Fill** area, drag the transparency slider until the adjacent box reads 100%.

