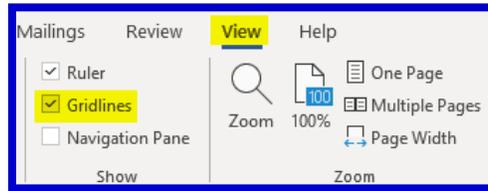


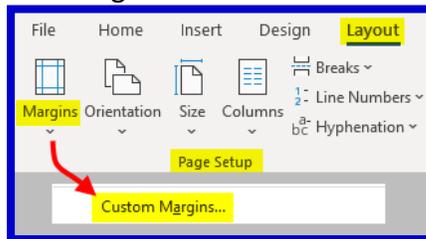
# Making a Flowchart Using MS Word

The following discussion explains how you can use MS Word 365 to easily create Flowcharts.

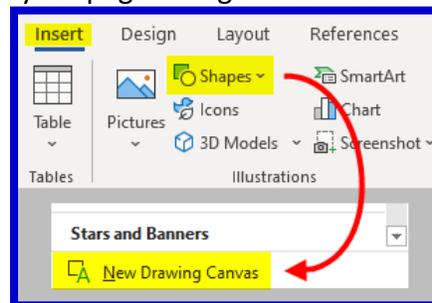
1. Turn on Gridlines.



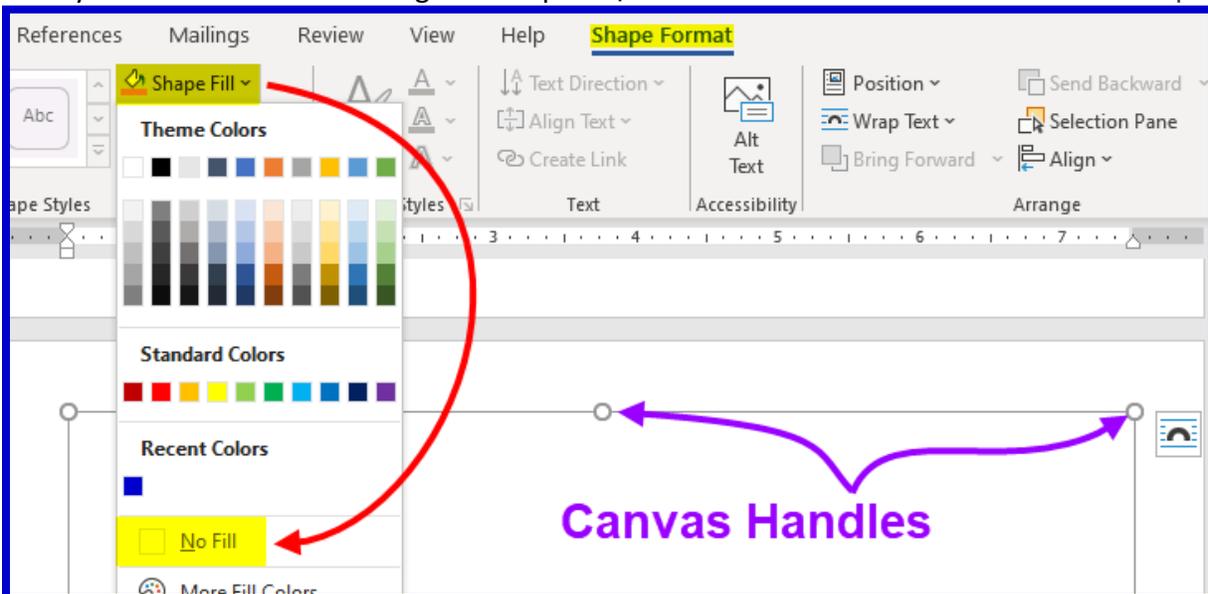
2. Make all Margins 0.5"



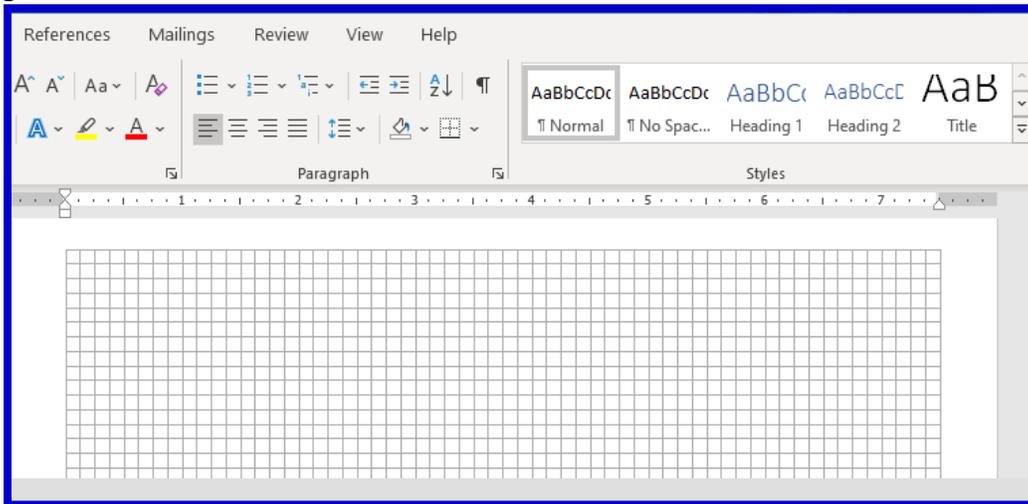
3. Add a 'New Drawing Canvas' to your page. Drag the canvas handles to match the page margins.



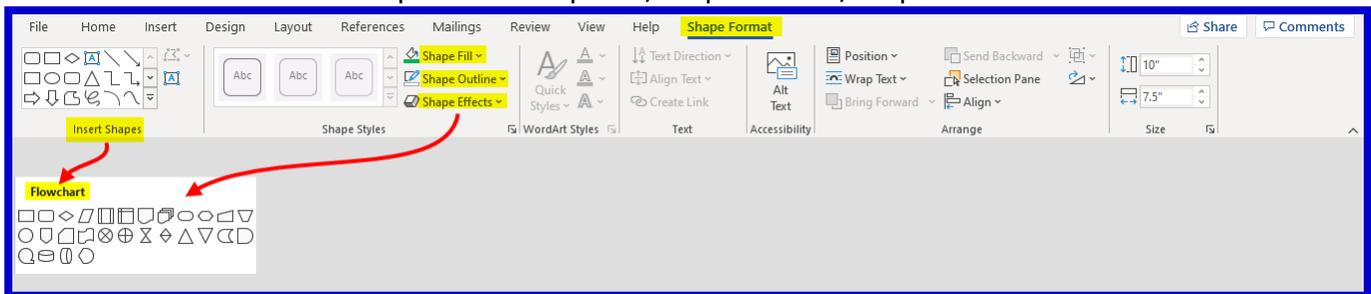
4. Select your new canvas and change to 'Shape Fill/No Fill'. The canvas is our container for shapes.



5. Your page should look now like this.

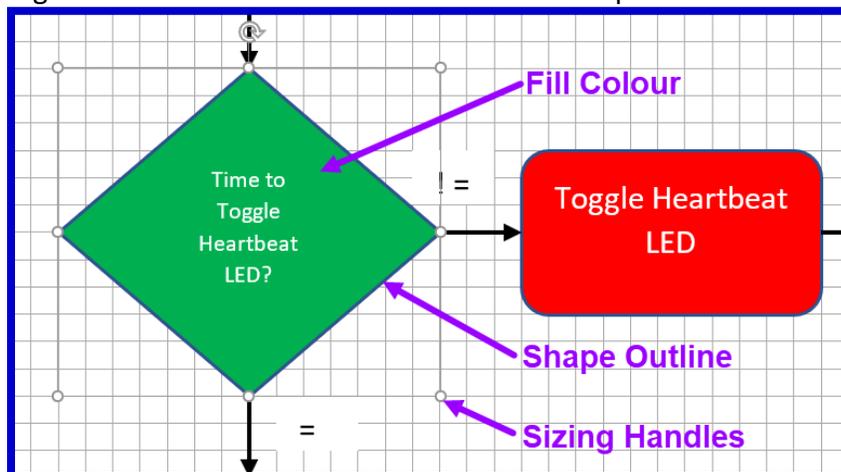


6. We are now ready to add our 'Flow Chart Shapes' to this new 'Drawing Canvas'. Left click any location on the drawing canvas. Locate the 'Flowchart' shape icons. Note: You can format shapes with: Shape Fill/Shape Outline/Shape Effects.

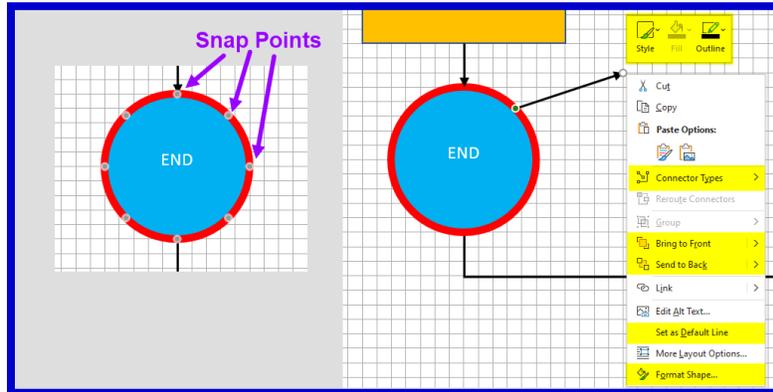


7. Left Click on a 'Flow Chart Shape' (as seen in #6), now 'Left Click Hold' on the drawing canvas where you want to place your shape. Size your shape by dragging the shape. Move the shape as needed.

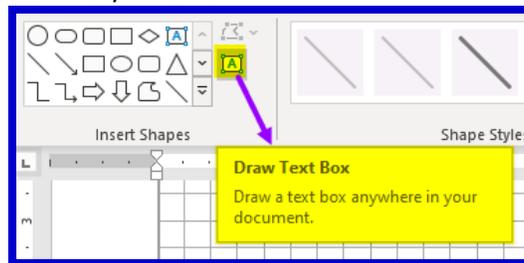
- Adjust Shape Fill/Shape Outline/Shape Effects as needed.
- 'Double Left Click' on a shape to enter text in that shape.
- Our text, colour, size, style, etc. can be adjusted as usual.
- The shape 'Sizing Handles' can be used later to resize the shape as needed.



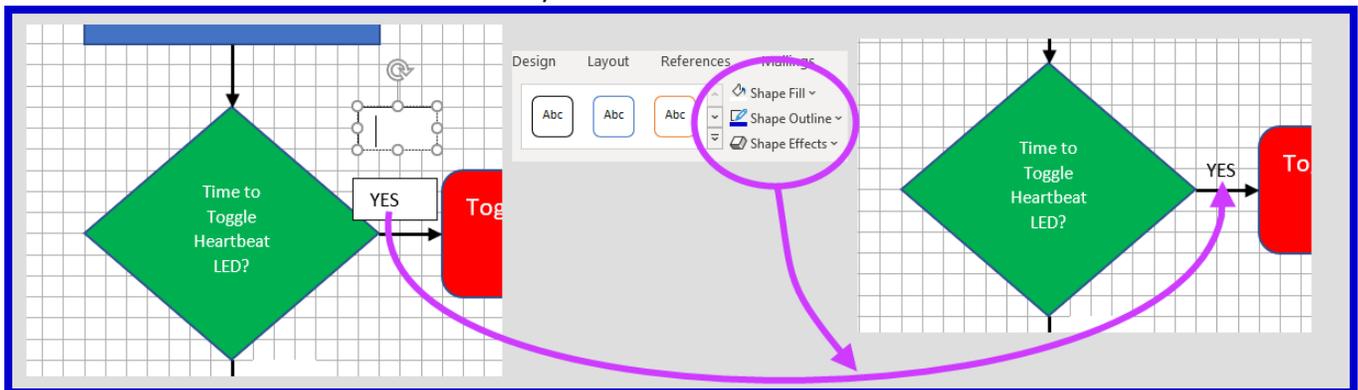
8. Connector Lines/Arrows etc. can be added the same way as flow chart shapes. Lines and Arrows can snap to points on shapes when you hover over a shape. Right Click on a Line or Arrow and experiment with the Yellow Highlighted options. Selecting 'Set as Default Line' can save you from having to format the line later.



9. Use a 'Text Box' to add text to Lines/Arrows.



- Enter your text, now modify the 'Text Box' to: Shape Fill/No Fill & Shape Outline/No Outline.
- Position the 'Text Box' near the Line/Arrow as needed.



- 10.
- You can SHIFT + select several shapes to 'Group' them so they stay together when repositioning.
  - When moving shapes, you can momentarily turn off snapping by holding the ALT key down.
  - You can copy a shape CTRL C then paste it CTRL V. A copy will be placed at the screen top left corner.
  - It is not recommended to copy Groups.
  - Multiple selected shapes can all be formatted at once.
  - When View/Gridlines are turned ON and you move a shape, that shape will snap to the gridline.
  - For 'Display Grid Formatting', click on drawing canvas: Shape Format/Arrange Align/ #Grid Settings
  - Centering Shapes: hold SHIFT, select your shapes: Shape Format/Arrange Align/Align Center.
  - You can use the Mouse and the Keyboard 'Arrow Keys' to move shapes, CTRL + Arrow Key nudges the selected shape.
  - Save your work often, make new versions as you progress in your task.

