ORGANIZATIONAL CHARTS
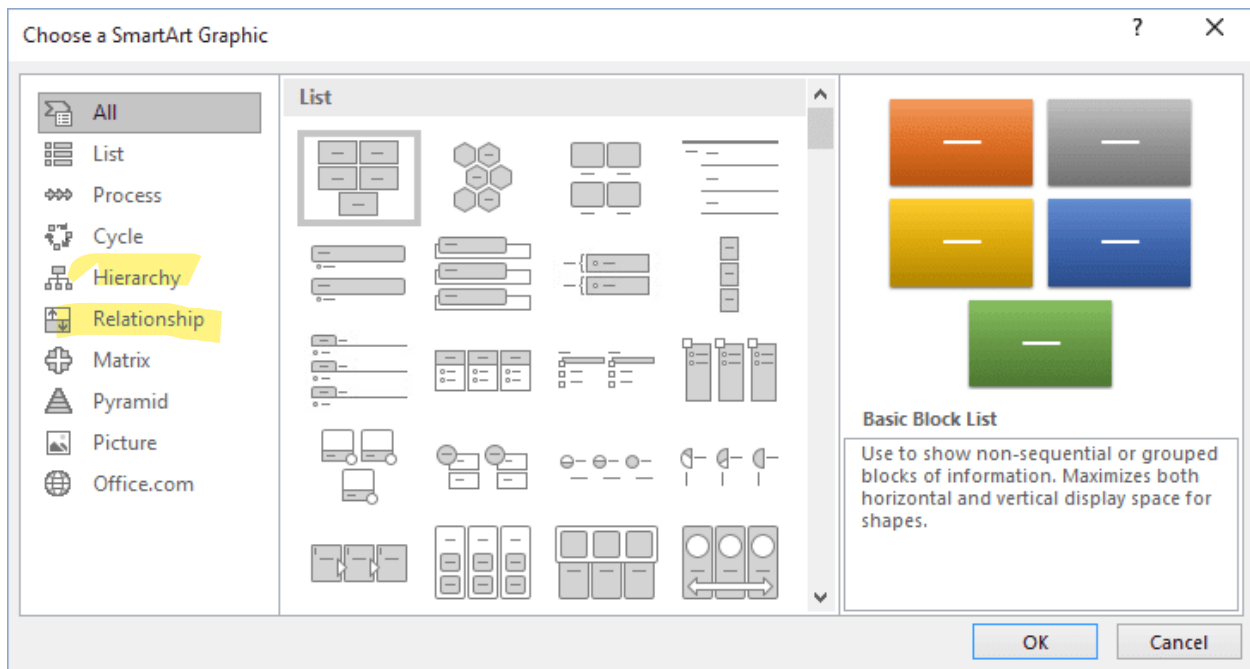
The organizational chart, or organigram, is a diagram of the ==structure and relationships of the company or other organization.== It shows the levels of responsibilities within the firm and the ranks.
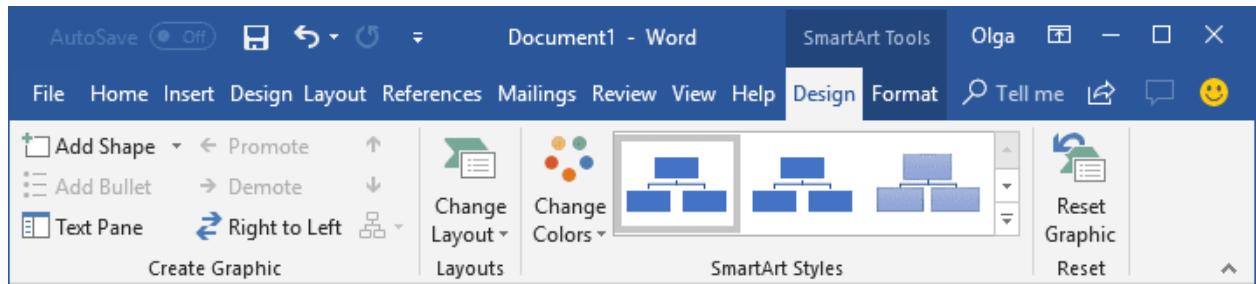
How to create an organizational chart

SmartArt diagrams are much simple and recommended to create organizational charts in Microsoft word.
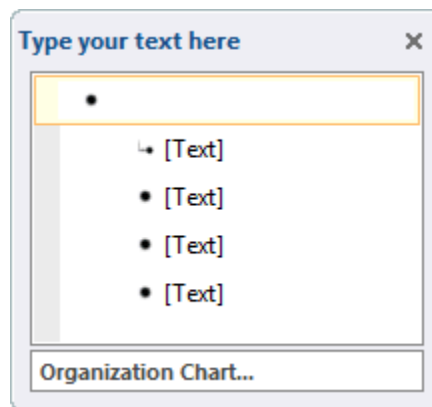
1. On the Insert tab, in the Illustrations group, click SmartArt
2. click **Hierarchy**, click an organizational chart layout (such as **Organization Chart**), and then click **OK**

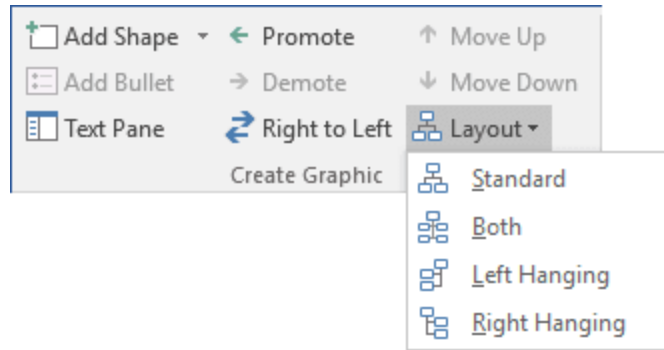3. The SmartArt toolbar will help you in editing your chart.

4. To add a shape, click add shape on the toolbar.
5. Click inside the shape of the **SmartArt** graphic, and type your text. You can also type your text in the test pane that shows up.

6.

7. To insert a shape at the same level as the selected shape, but following it, click **Add Shape After**.
8. To insert a shape at the same level as the selected shape, but before it, click **Add Shape Before**.
9. To insert a shape one level above the selected shape, click **Add Shape Above**. The new shape takes the position of the selected shape, and the selected shape and all of the shapes directly below it are each demoted one level.
10. To insert a shape one level below the selected shape, click **Add Shape Below**. The new shape takes the position after the other shapes at the same level.
11. To add an assistant shape, click **Add Assistant**.
12. To change the hanging layout of your organizational chart, under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click **Layout**, and then do one of the following:

a. To center all of the shapes below the selected shape, click **Standard**.
b. To center the selected shape above the shapes below it and arrange the shapes below it horizontally with two shapes in each row, click **Both**.
c. To arrange the selected shape to the right of the shapes below it and left-align the shapes below it vertically, click **Left Hanging**.
d. To arrange the selected shape to the left of the shapes below it and right-align the shapes below it vertically, click **Right Hanging**.