

# How to draw diagrams in Word

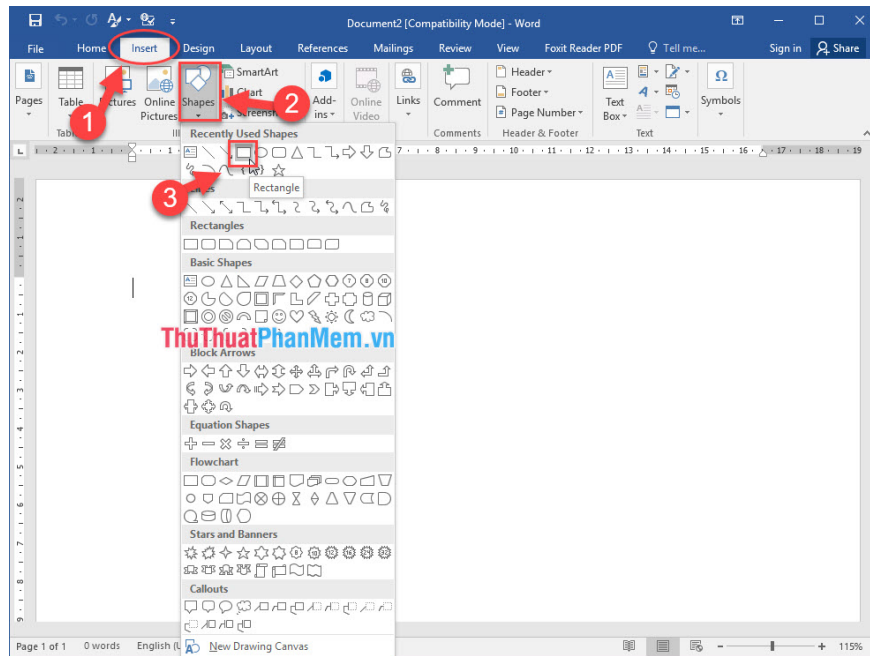
Shapes is a great tool in Word that helps you do many things like draw shapes or anything and more specifically they support to draw diagrams in Word. Today I will share with you How to draw diagrams in Word, or follow the article d

Shapes is a great tool in Word that helps you do many things like draw shapes or anything and more specifically they support to draw diagrams in Word. Today I will share with you How to draw diagrams in Word, or follow the article below.

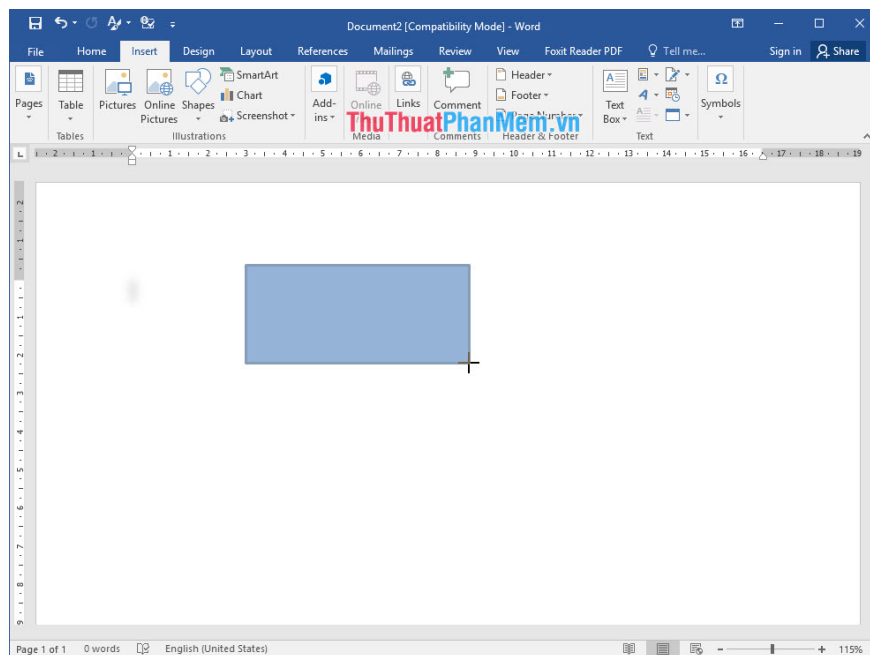


## I. Draw a diagram in Word 2016 and 2013

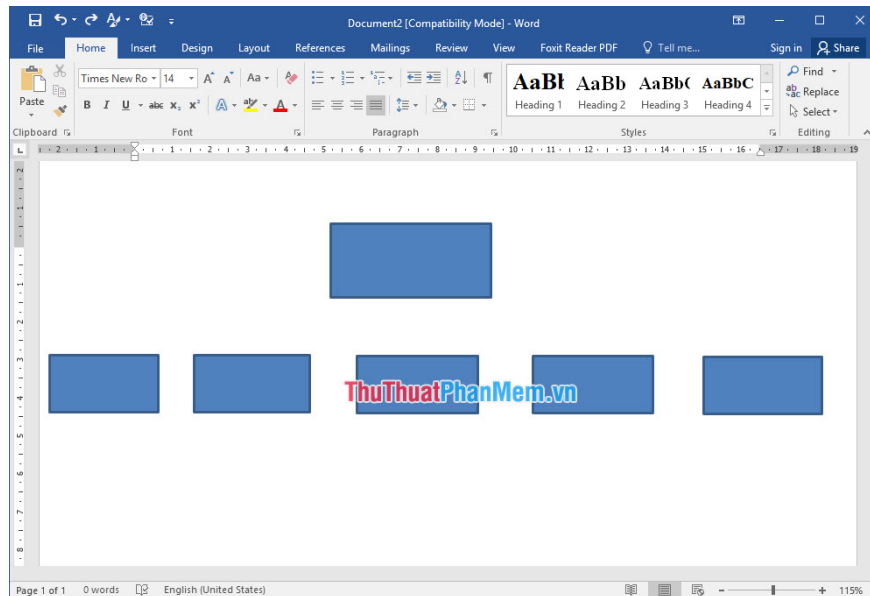
Step 1: Go to **Insert** menu = **Shapes** => Select a rectangle shape.



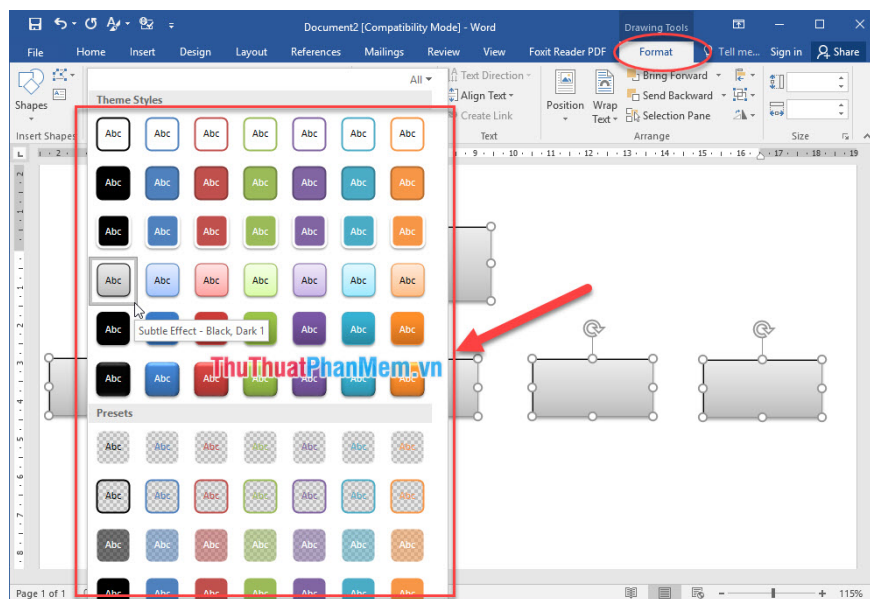
Step 2: Click on the position you want to place the drawing => Hold the left mouse button and drag the mouse to form a rectangle and release the mouse to get a rectangle.



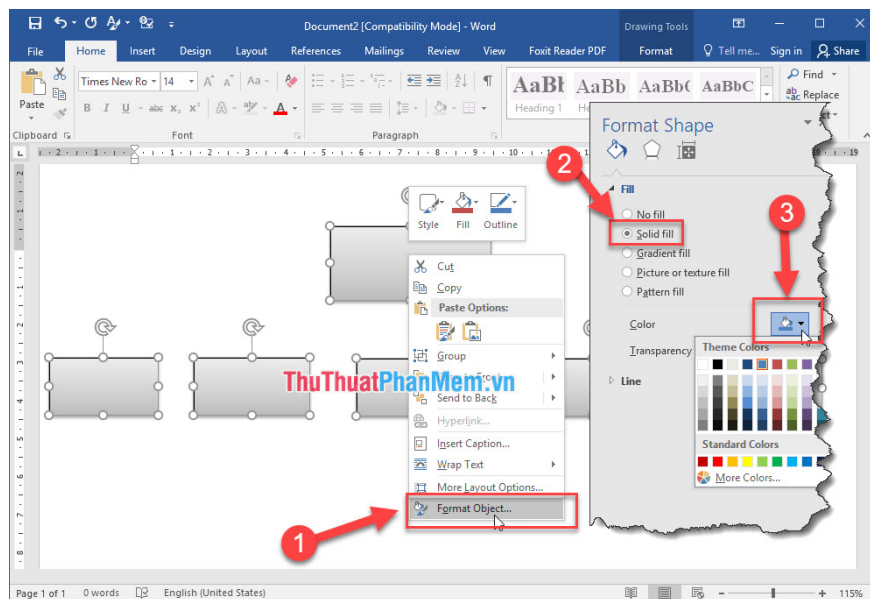
- Continue drawing other rectangles, pay attention to the distance between the images to keep the arrows pointing down.



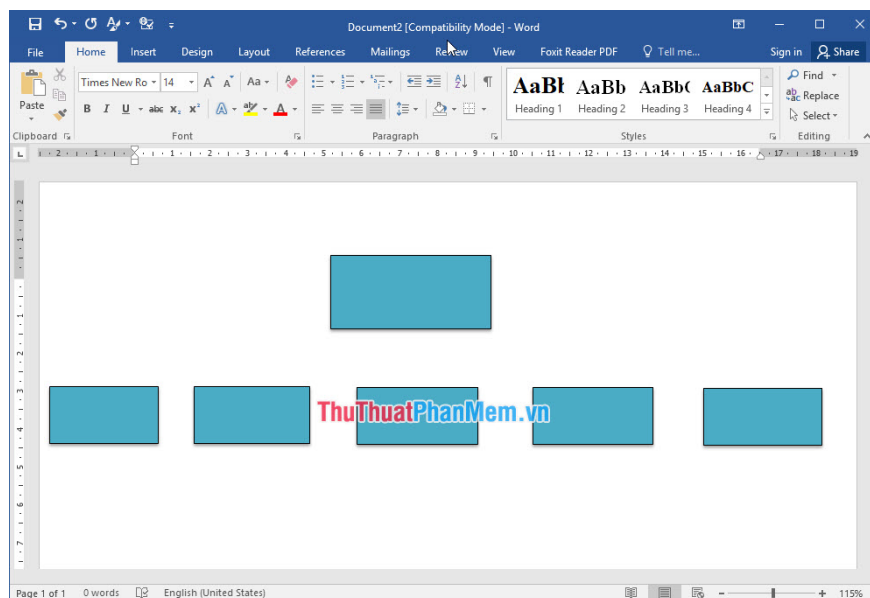
- Change the format of the shapes by clicking on the image you want to format => go to **Format** => menu in **Shape Styles** section to choose the color and text format depending on your purpose.



- We can also change the color and border format by right clicking on the image you want to change => Select **Format Object** => After a **Format Shape** window appears => **Fill** => **Solid fill** => **Color** => Choose the color of the desired image.

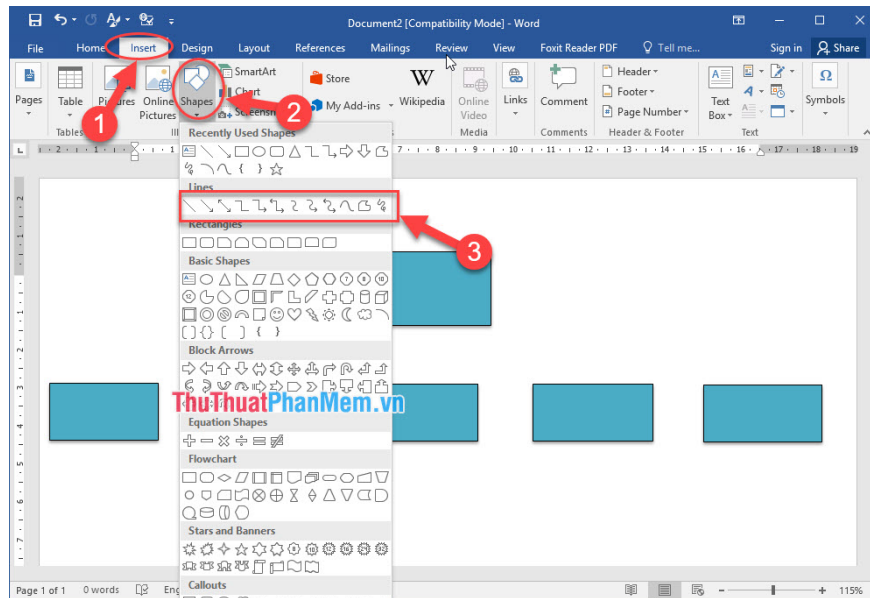


- Results after changing the rectangular format.

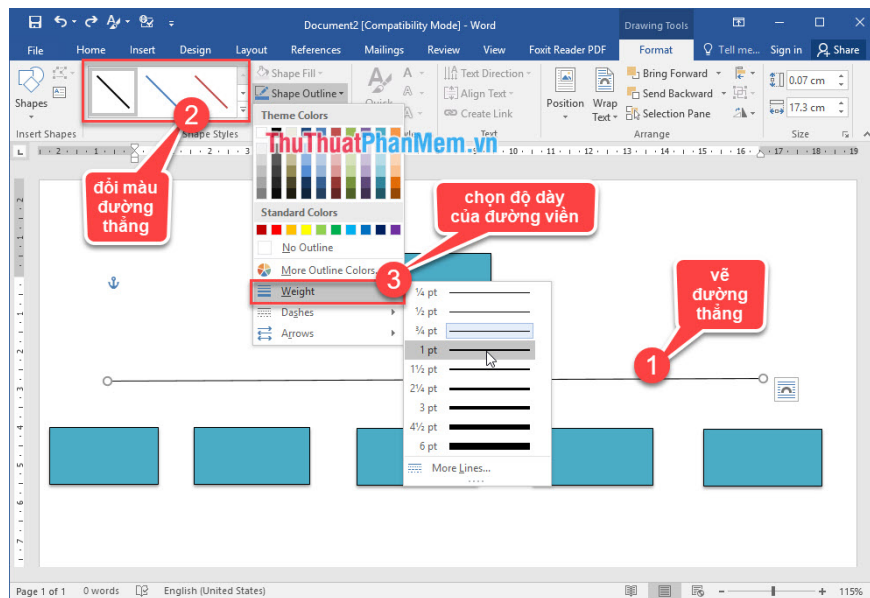


Step 3: Draw lines and arrows.

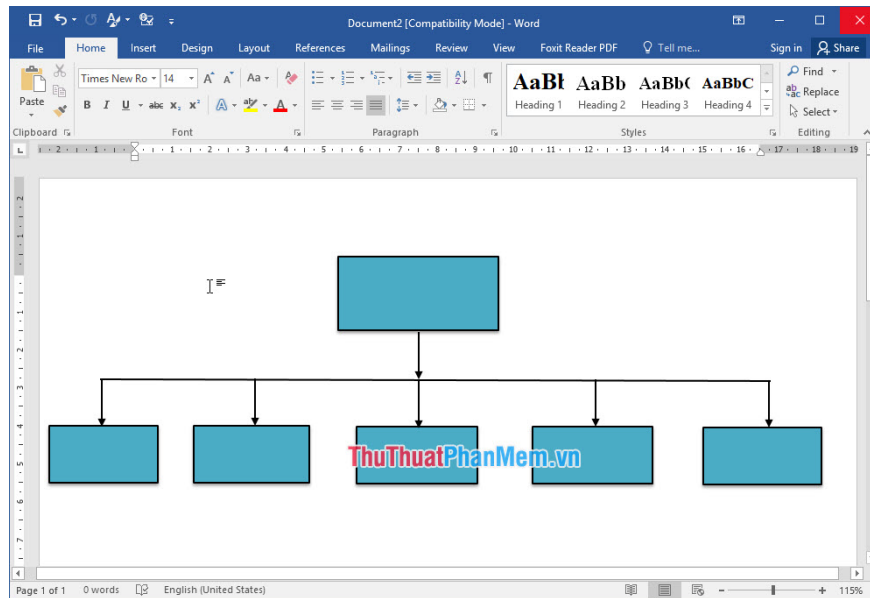
- Go to **Insert** menu => **Shapes** => Select the line and arrow to draw.



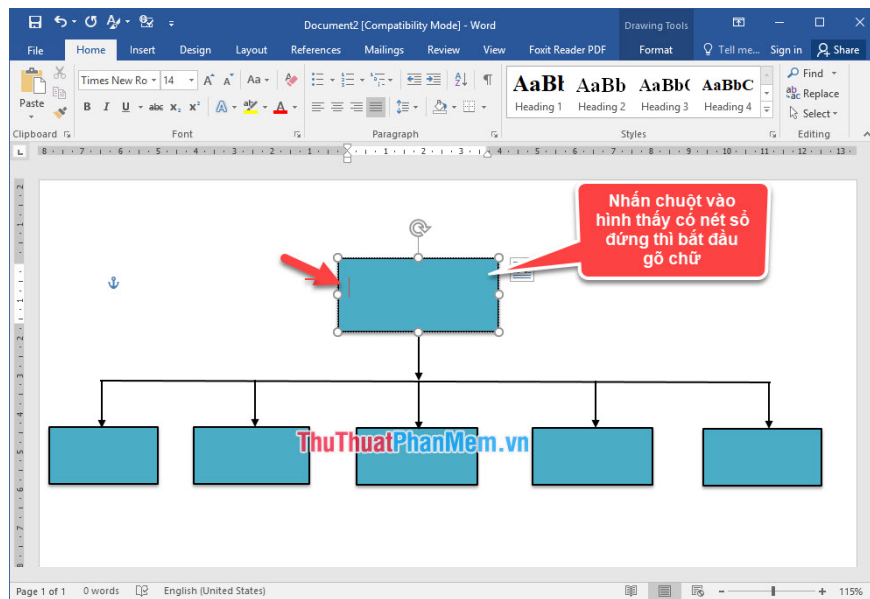
- First draw straight line first, then draw arrows.



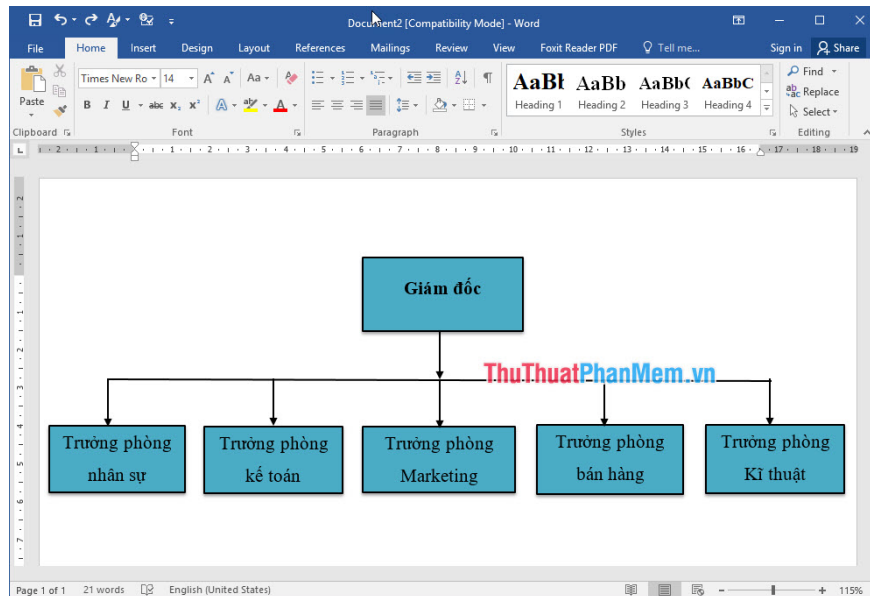
- Results after drawing arrows and lines for the organization chart.



Step 4: Type the word in the picture => click on the picture when you see a blinking vertical line appear, then start typing.

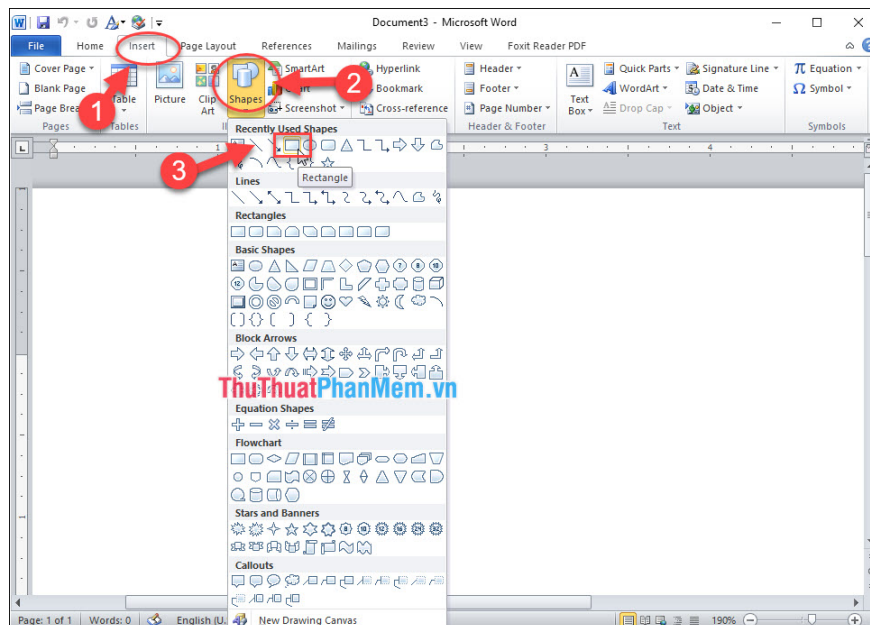


- Type in all the pictures with the content specified and the results as shown.

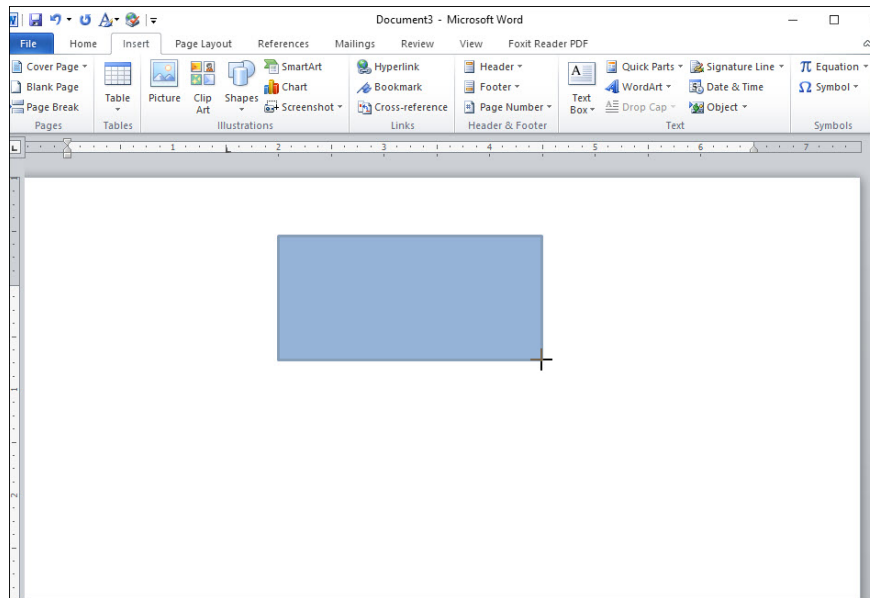


## II. Draw a diagram in Word 2010 and 2007

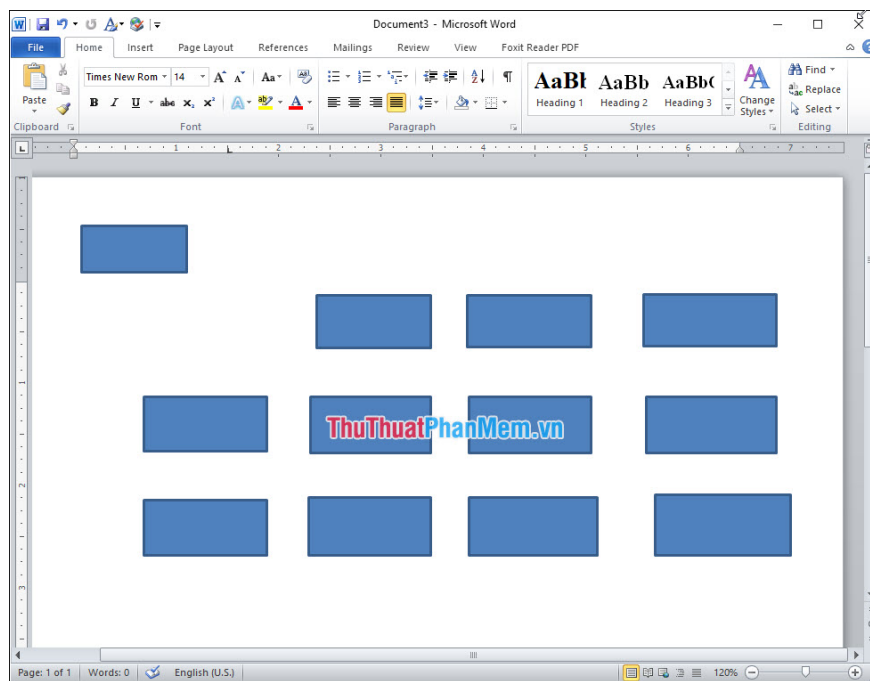
Step 1: Go to **Insert** menu = **Shapes** => Select a rectangle shape.



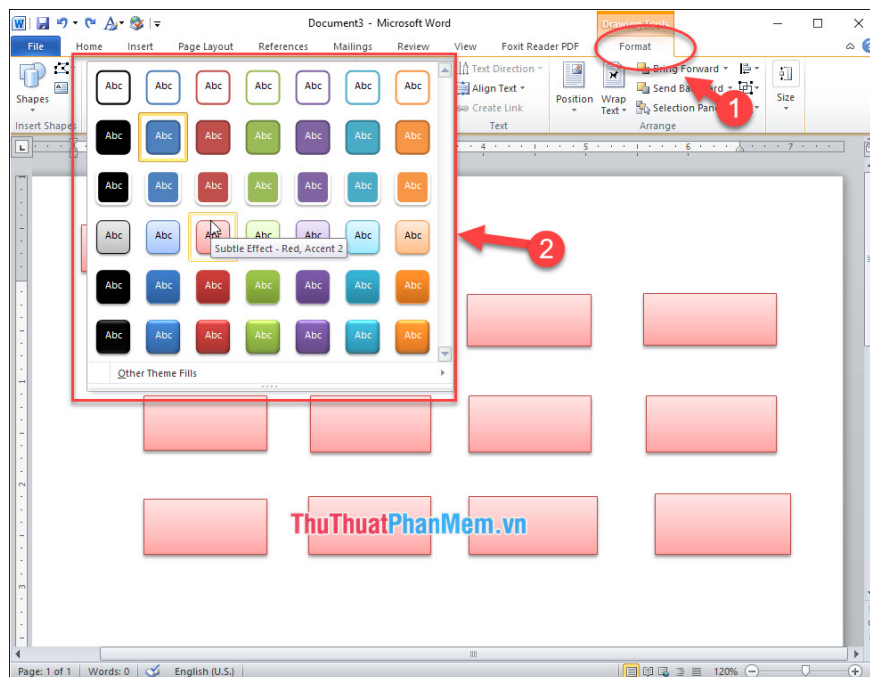
Step 2: Click on the position you want to place the drawing => Hold the left mouse button and drag the mouse to form a rectangle and release the mouse to get a rectangle.



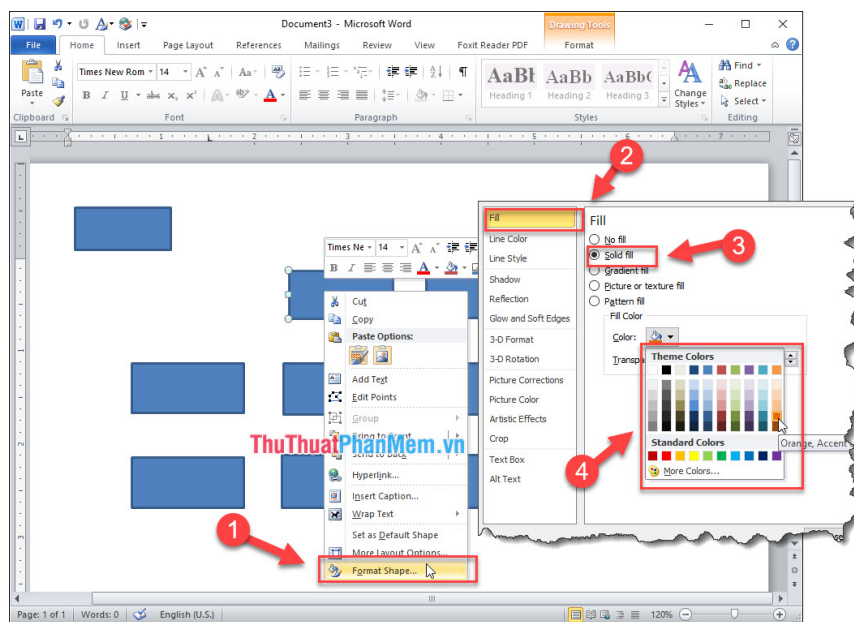
- Continue drawing other rectangles, pay attention to the distance between the images to keep the arrows pointing down.



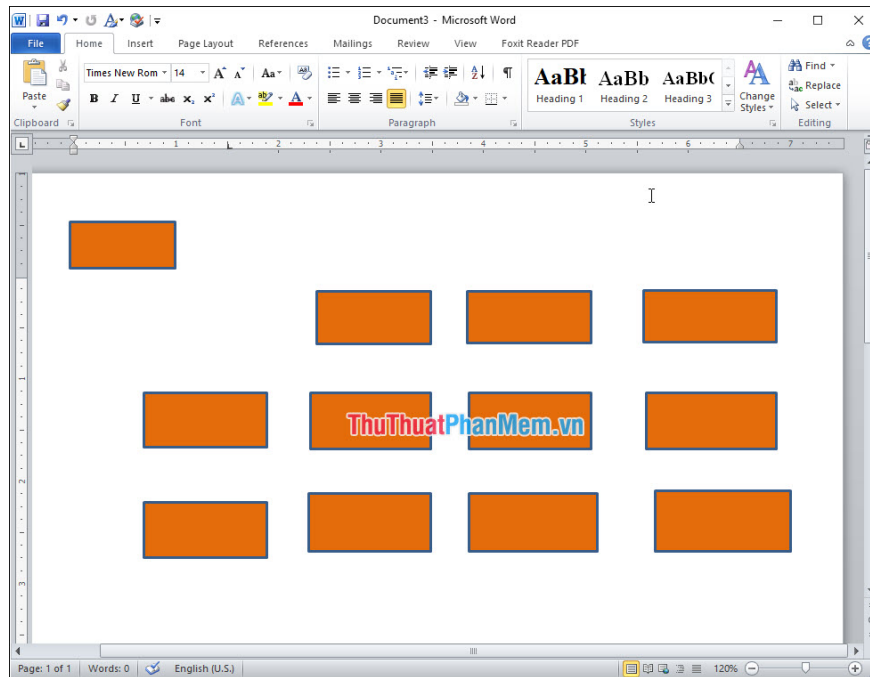
- Change the format of the shapes by clicking on the image you want to format => go to **Format** => menu in **Shape Styles** section to choose the color and text format depending on your purpose.



- We can also change the color and border format by right clicking on the image you want to change => Select **Format Object** => After a **Format Shape** window appears => **Fill** => **Solid fill** => **Color** => Choose the color of the desired image.

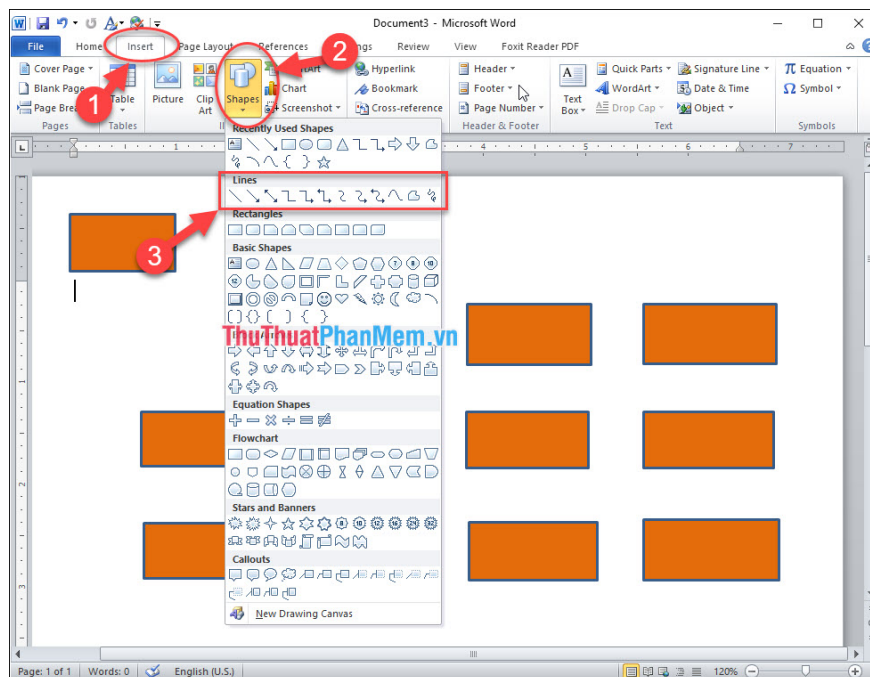


- Results after changing the rectangular format.

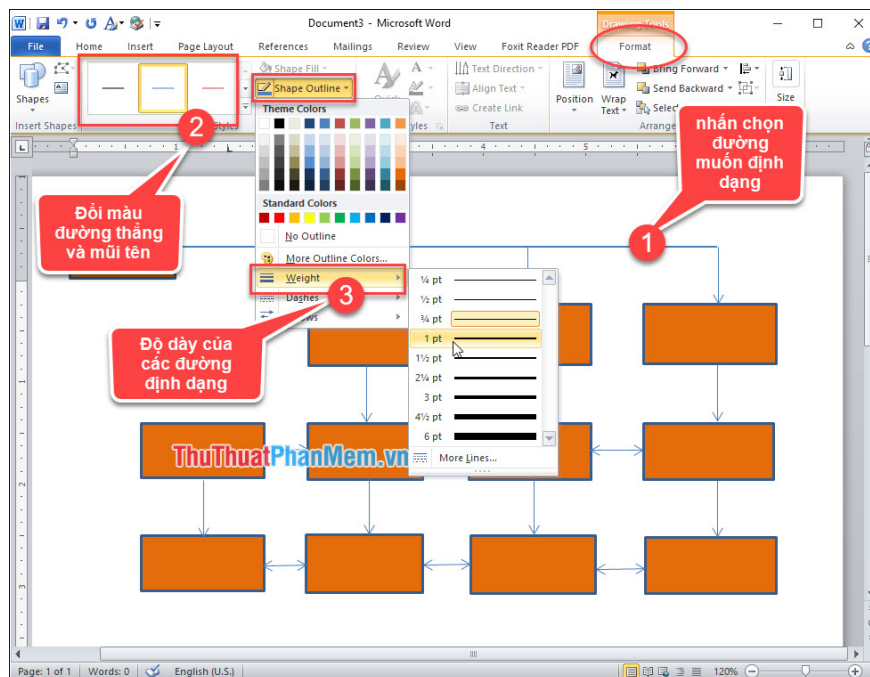


Step 3: Draw lines and arrows.

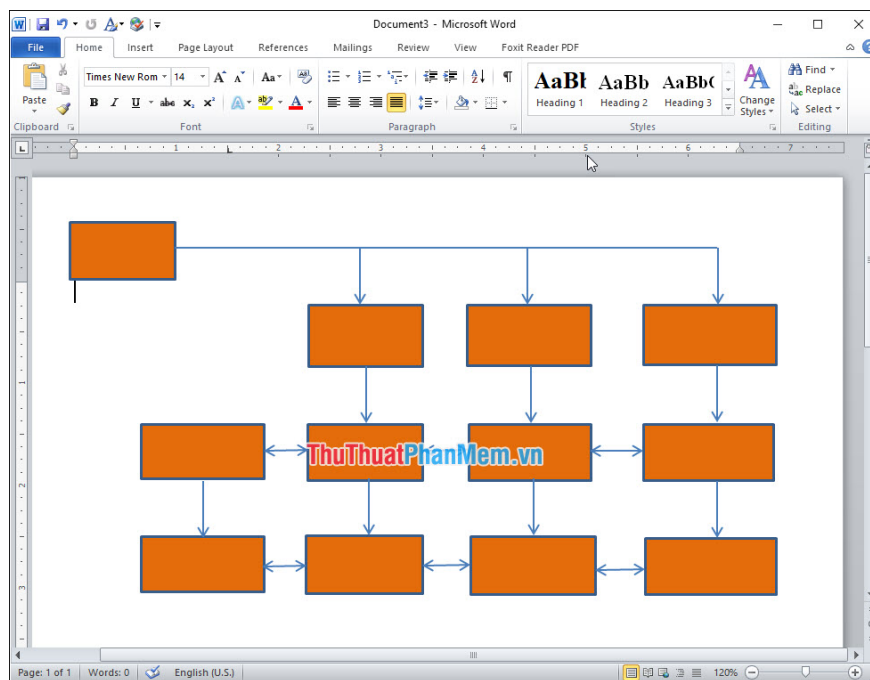
- Go to **Insert** menu => **Shapes** => Select the line and arrow to draw.



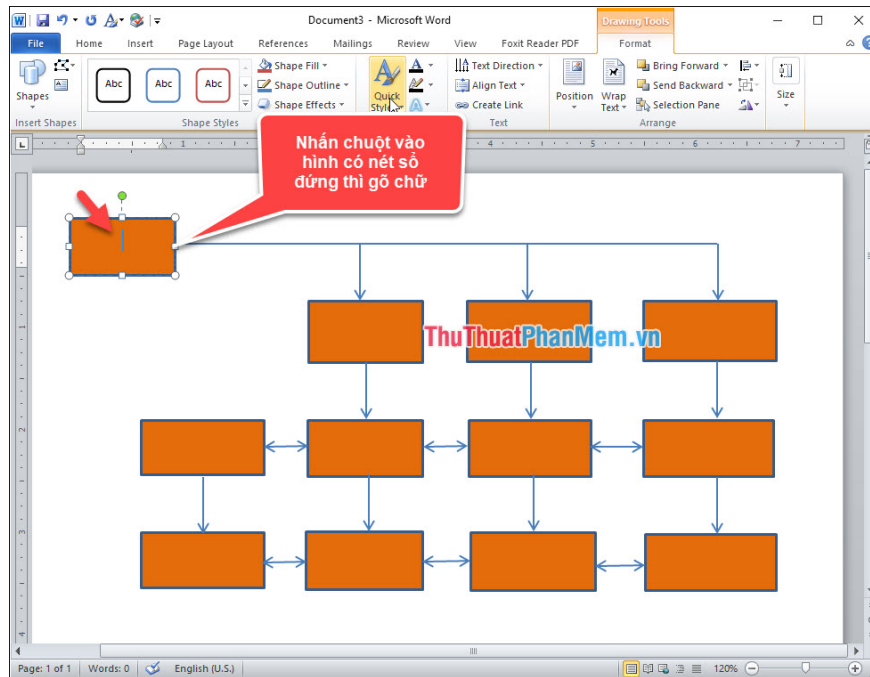
- First draw straight line first, then draw arrows.



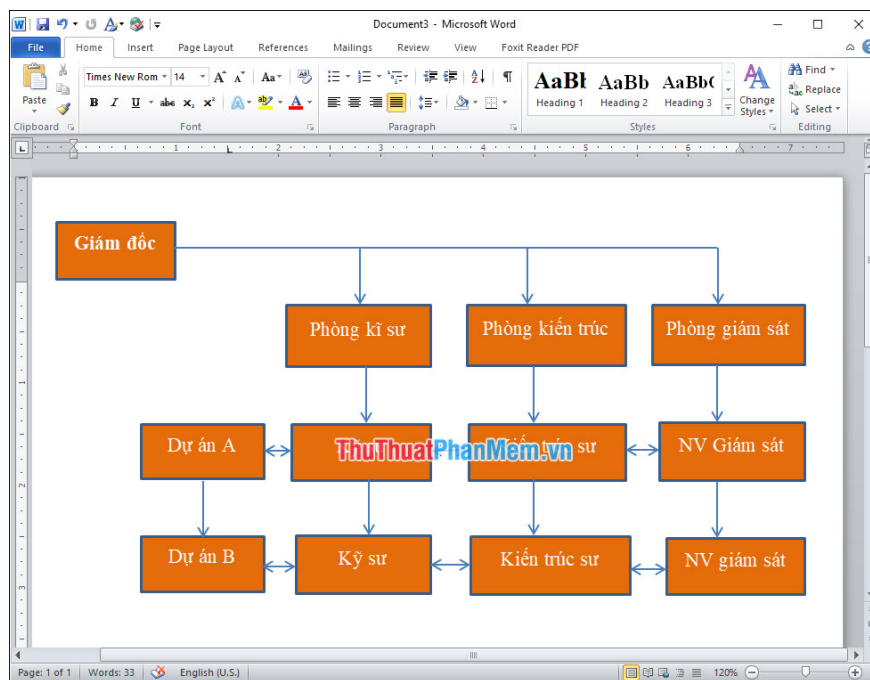
- Results after drawing arrows and lines for the organization chart.



Step 4: Type the word in the picture => click on the picture when you see a blinking vertical line appear, then start typing.

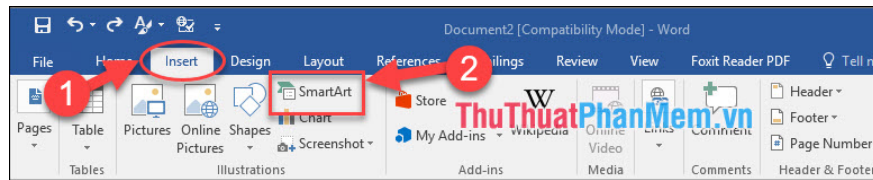


- Type in all the pictures with the content specified and the results as shown.

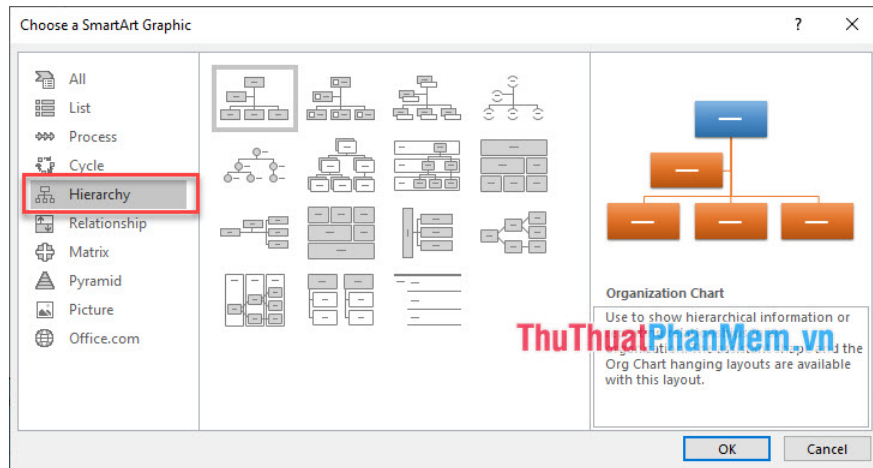


### III. Draw an organization chart with SmartArt

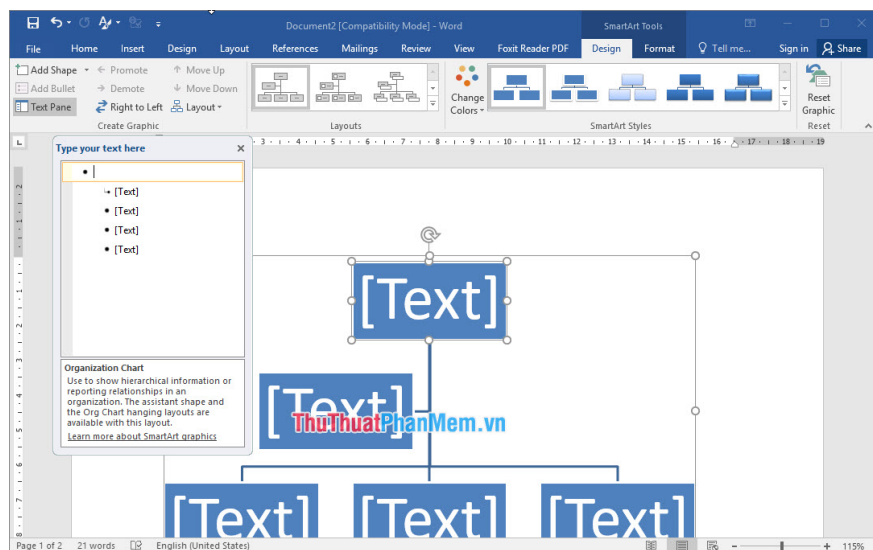
Step 1: Go to **Insert** menu => **SmartArt** .



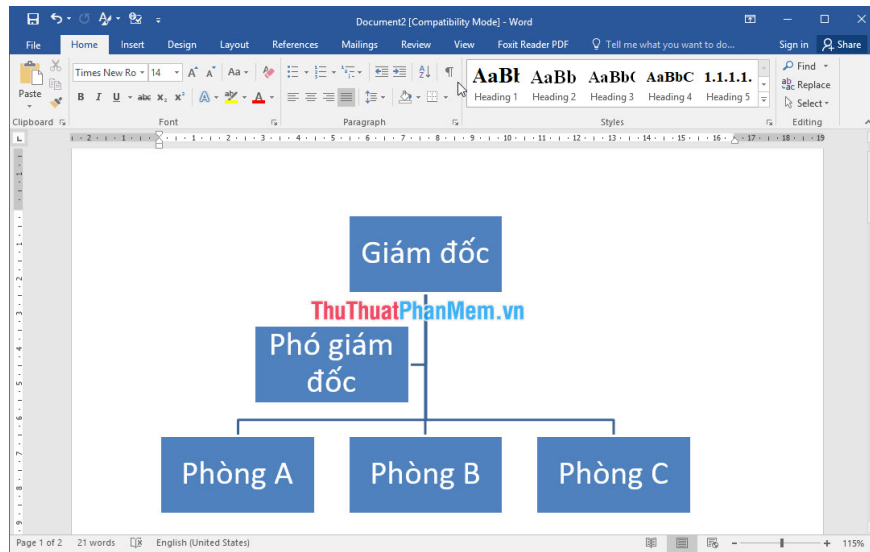
Step 2: The **Choose a SmartArt Graphic** dialog box appears => **Hierarchy** => Select the diagram depending on the purpose of use => Click **OK** .



Step 3: After clicking OK on your page will appear a diagram that you have chosen.



Results after adding words.



- Also you notice in the Design section will have the following:

1. Add Shape: add small branches, horizontal branches, sub-branches .
2. Layouts: change the shape of the branches and the content boxes.
3. Change Colors: change the color.
4. SmartArt Styles: diagram style.

- In the Format section, it will be the place for you to format the font and color.

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