

# How to draw mind maps with Word

How to draw mind maps with Word. If you want to draw a simple mind map without installing additional professional mind mapping software, you can use the Microsoft Office Word application directly.

Nowadays, more and more people are interested in and using mind maps to record thoughts in the brain in the most intuitive way. While there are many professional mind mapping software, there are often used applications that also support tools for drawing simple mind maps that you may not know. If you want to draw a simple mind map without installing additional professional mind mapping software, you can use the Microsoft Office Word application directly.

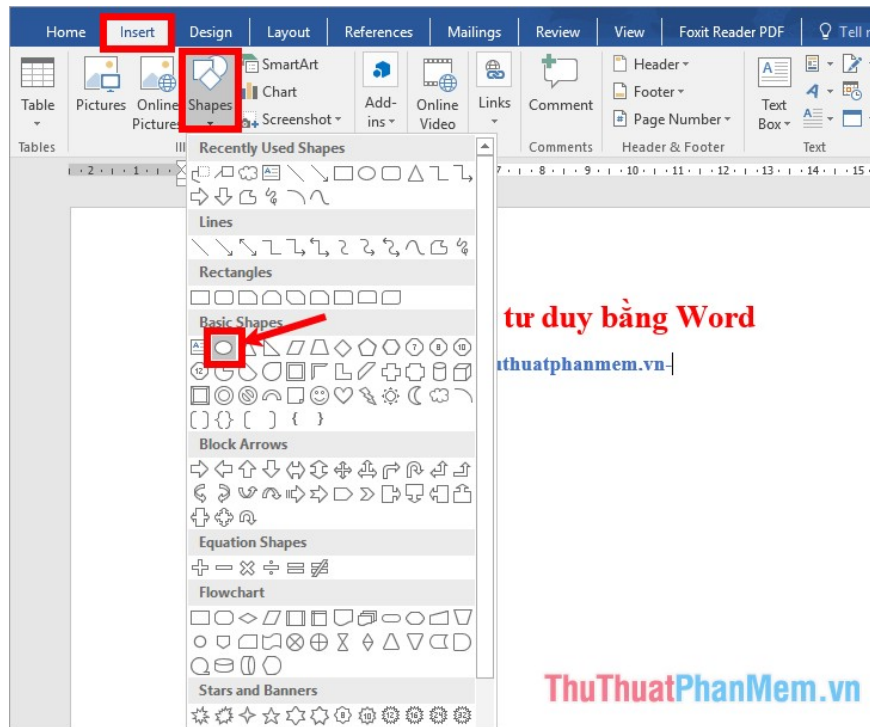


The following article shows you how to draw a mind map with Word, invite you to follow.

**Step 1: Open Microsoft Word.**

**Step 2 : Draw the main topic image for the mind map.**

On the Word interface, select **Insert -> Shapes** . In **Shapes** there are many types of shapes that you can use to draw topics in the mind map, you select a shape style to draw the main topic for the thinking map.

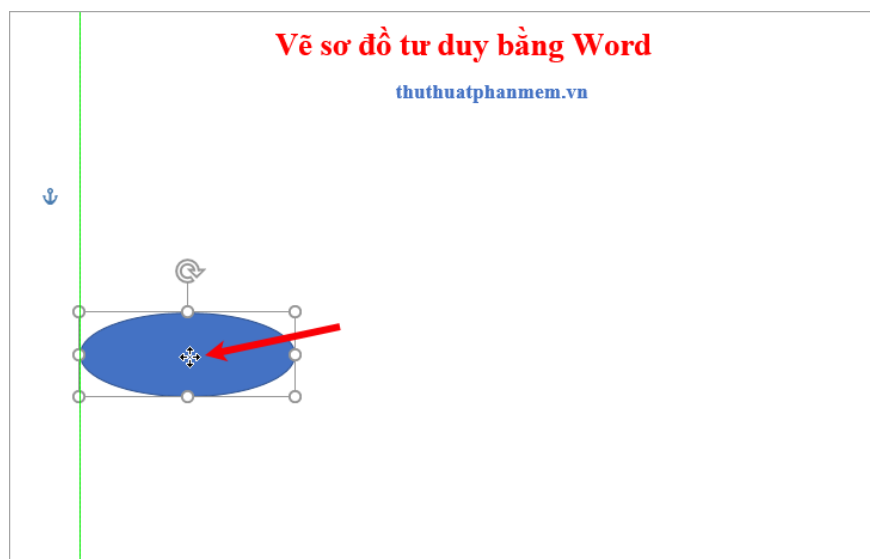


The screen appears in the shape of the sign + you hold down the mouse and drag draw the center theme with large and small size, depending on your mouse drag. When you release the mouse button, at the position you draw will have a main theme image.



### Step 3 : Edit the main theme image .

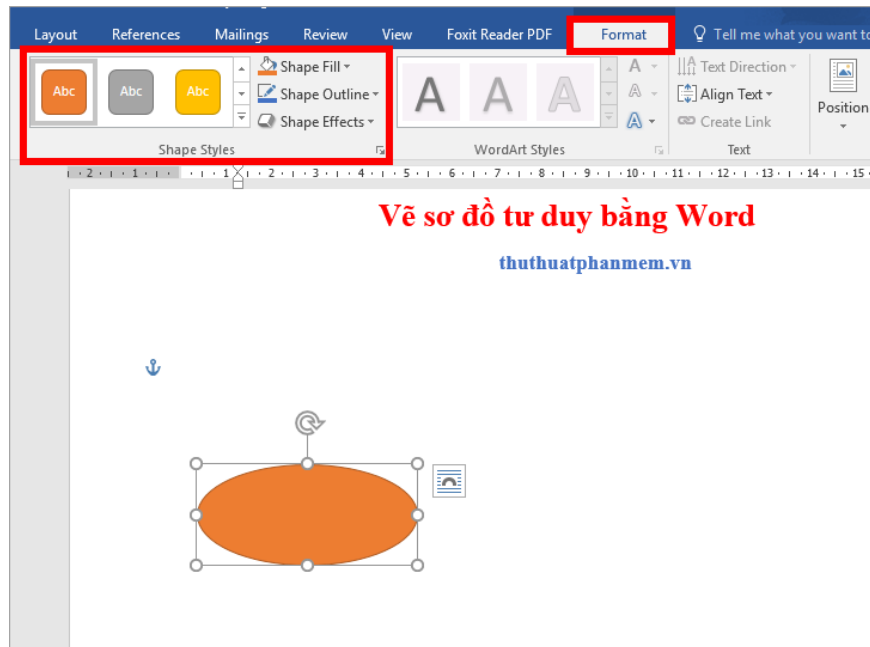
To move the position for the main topic you just need to hold down the mouse button and drag to the position you want to place.



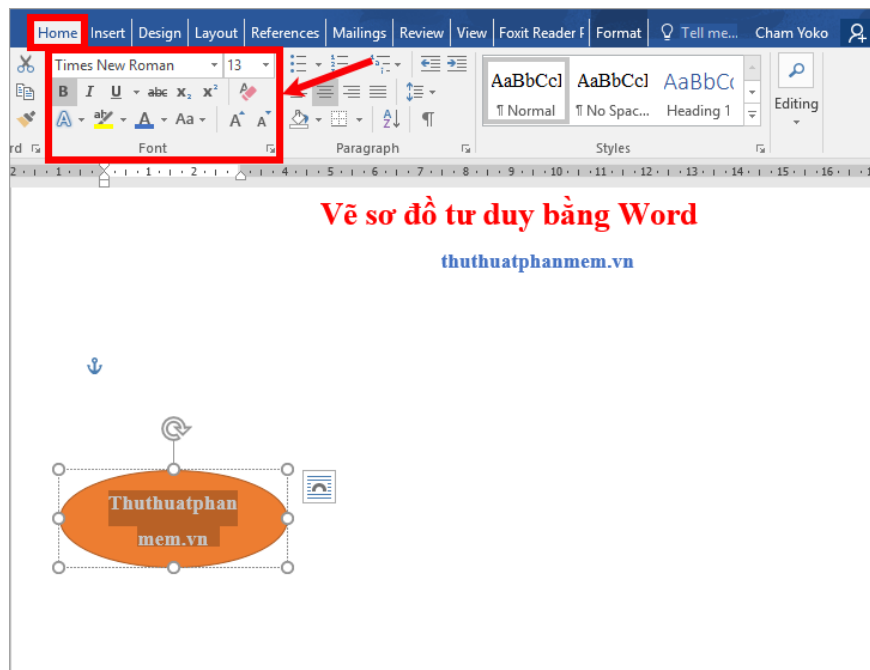
To change the size of the theme image that you just drew, place the mouse pointer on the 4 round buttons at the four corners, or the 4 round buttons on the four sides of the subject then press and hold or drag in or out to zoom out or Zoom in on the subject.



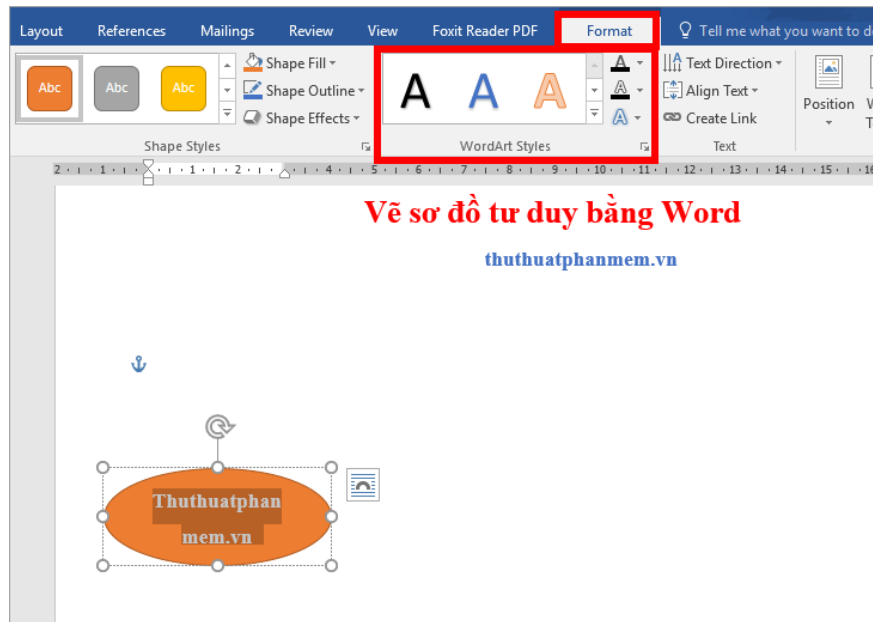
You can also choose the theme style in **Shape Styles** , fill ( **Shape Fill** ), border color ( **Shape Outline** ), **shape effects** ( **Shape Effects** ) in the **Format** tab .



Add a name for the subject, you just need to select the subject and enter the theme name you want, then select (highlight) the topic name and edit the font, font style, font size, font color in the **Home** tab -> **Font**.



You can also create art letters by selecting the topic name and choosing the art font style in **Format** -> **WordArt Styles**.



#### Step 4: Draw a sub-theme

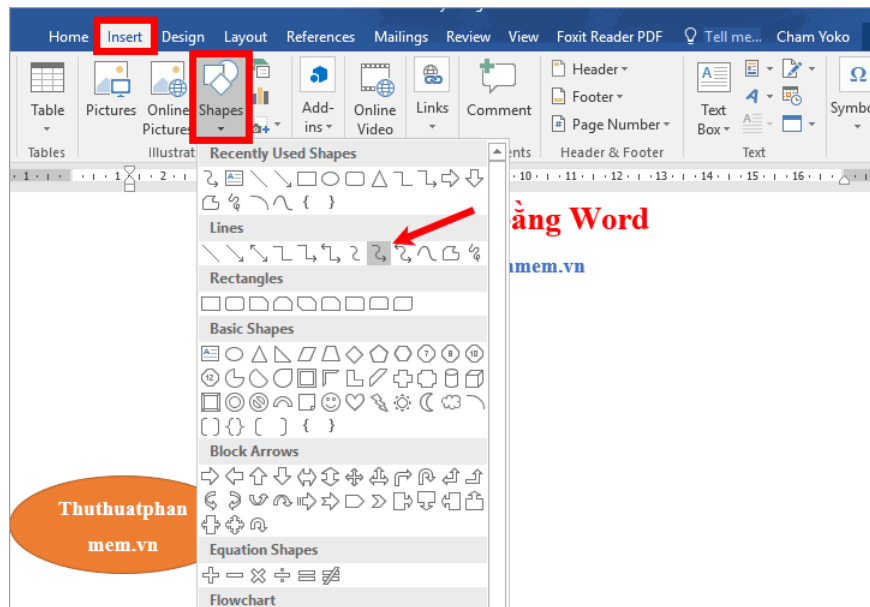
After you have drawn the main topic image, next you will switch to drawing sub topics, you also go to **Insert -> Shapes** and choose the style for the sub-themes then draw on the interface, edit and Add text for the same sub topics drawing main topic image. You can draw as many sub topics as you like.

*Note: With sub-themes you should draw images smaller than the main topic and sub-topics of the same level you should fill the same and lighter color than the main theme image so that it is easy to identify. and distinguish topics.*

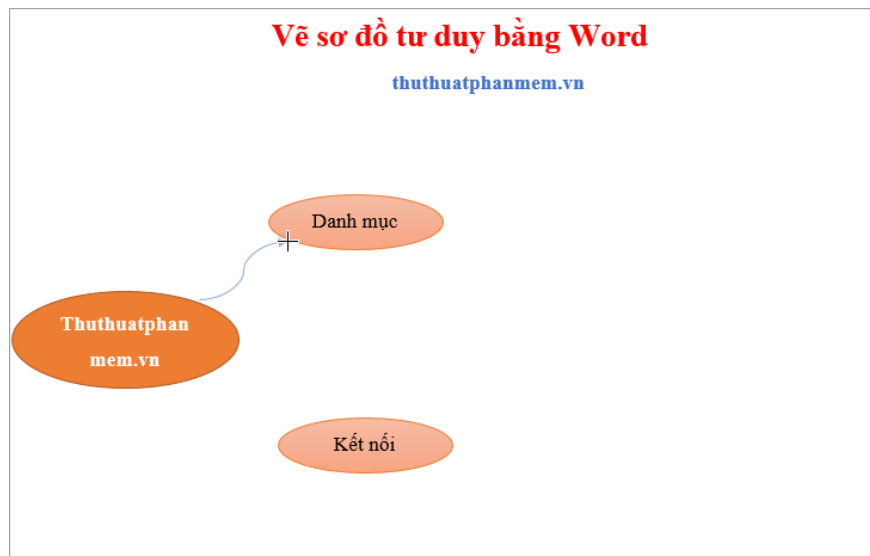


#### Step 5: Draw lines from the main topic to the subtopics.

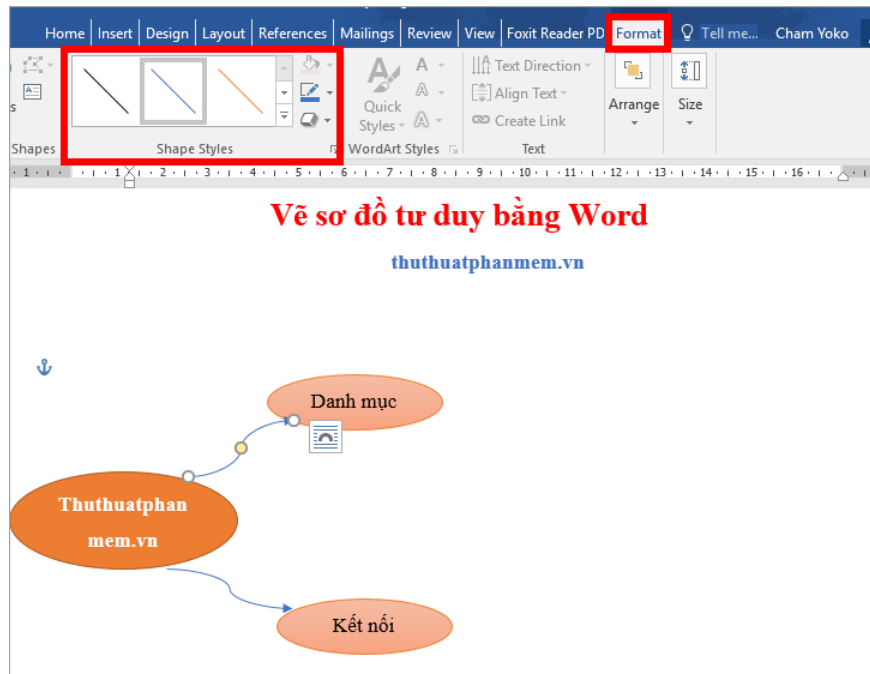
Mind maps need to link the main topics and subtopics together, you can use straight lines, curves, arrow lines, etc. to connect from the main topic to the subtopics. Choose **Insert -> Shapes -> select seam**.



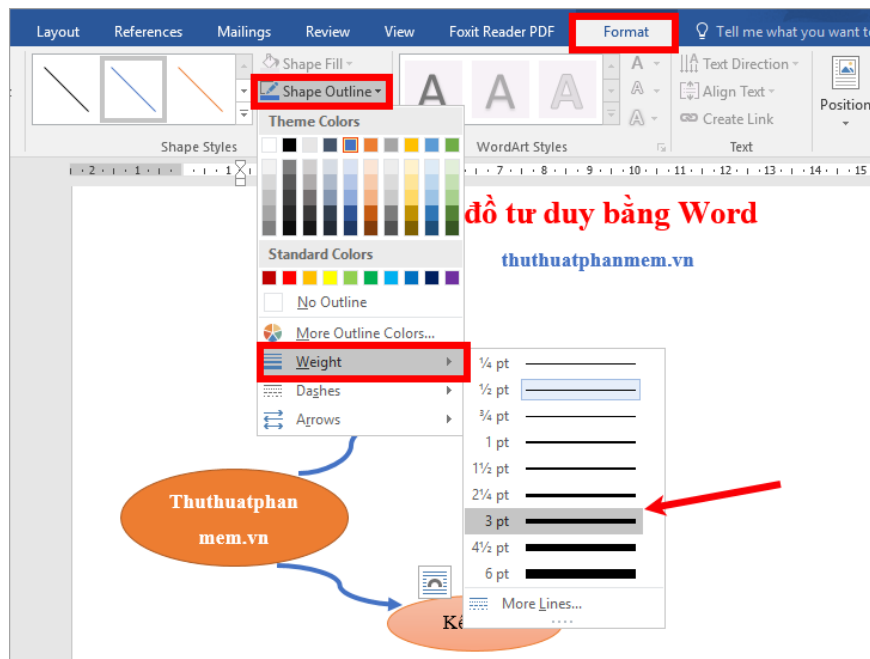
The + symbol appears, hold and hold the mouse from the main topic and drag it to the sub topic. You do the same with the other roads.



To change the ramp type and color for the ramp, simply select the seam and select the seam style in the **Shape Styles** section, the colors in the **Shape Outline** section of the **Format** tab.



Resize the ramp, select the seam and choose **Format -> Shape Outline -> Weight -> choose the size.**



**Step 6:** Add smaller topics for subtopics, you also make more topics and add similar links to have a complete mind map.



So, here are the steps to draw mind maps with Word, although there are no advanced functions like professional mind mapping software, but it is enough for you to draw a basic mind map. version already. This will be a new option for those who want to draw a mind map without installing additional software. But if you need to draw a mind map more professionally, you should refer to the tutorial on drawing mind maps with other software here <http://TipsMake.vn/tag/so-do-tu-duy>

Good luck!

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