

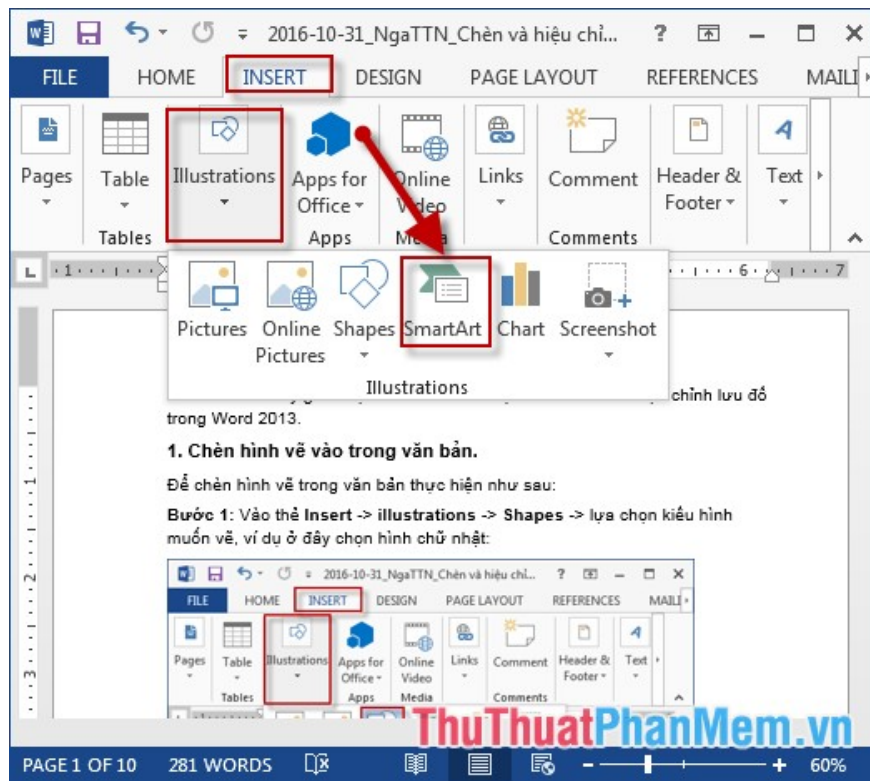
Insert and edit flowcharts in Word

Introduce how to insert and edit flowcharts in Word. To insert a flowchart in the text, do the following: Step 1: Go to the Insert -> Illustrations -> SmartArt tab: Step 2: The Choose a SmartArt Graphic dialog box appears - select the flow chart type - click OK.

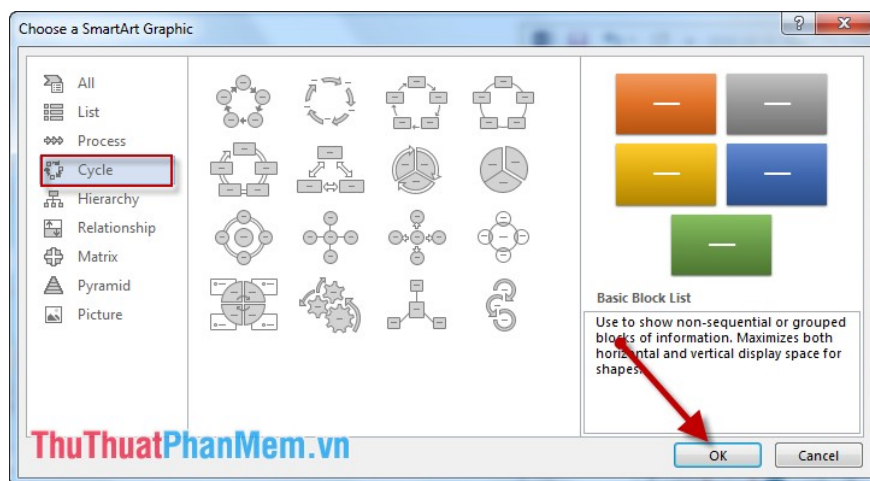
The following article introduces you in detail how to insert and edit flowcharts in Word.

To insert a flowchart in the text, do the following:

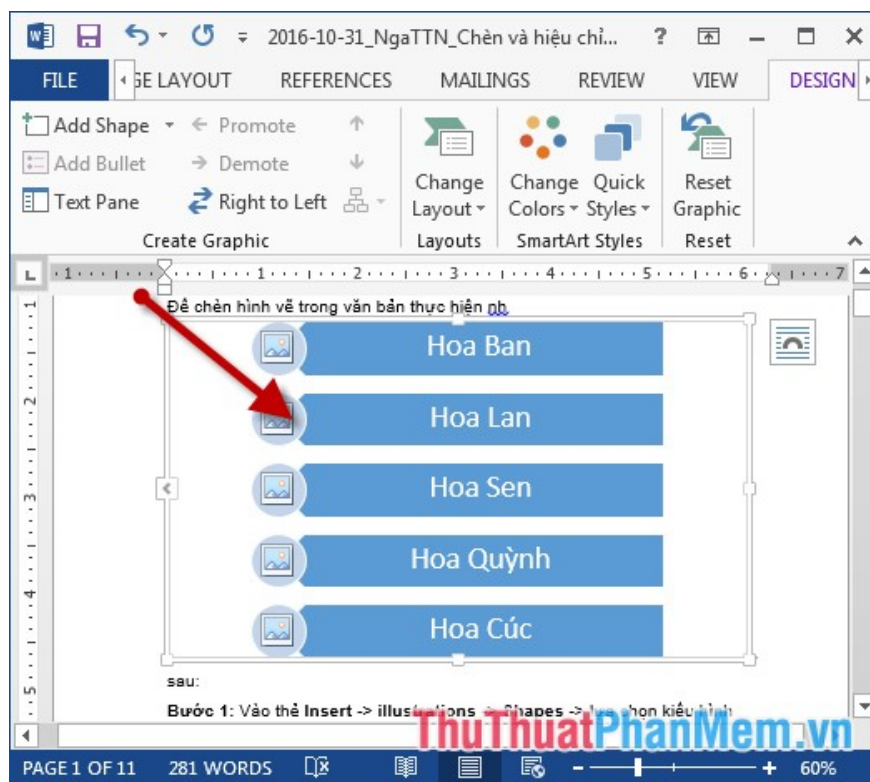
Step 1: Go to the Insert tab -> illustration -> SmartArt:



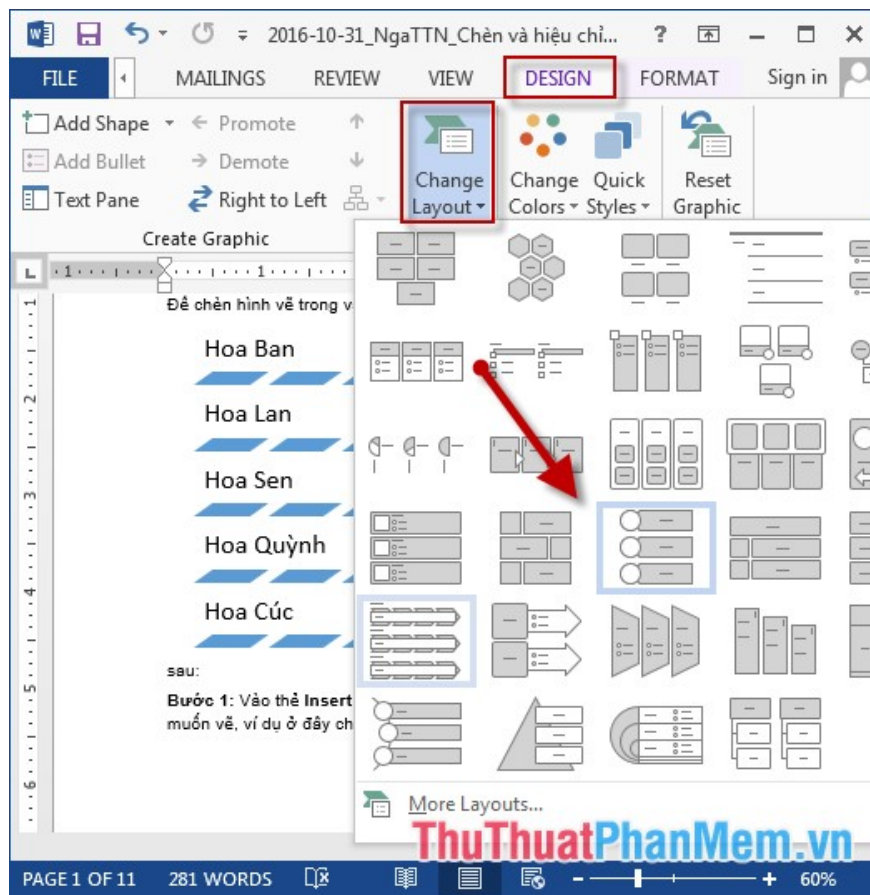
Step 2: The Choose a SmartArt Graphic dialog box appears -> select the flow chart type -> click OK:



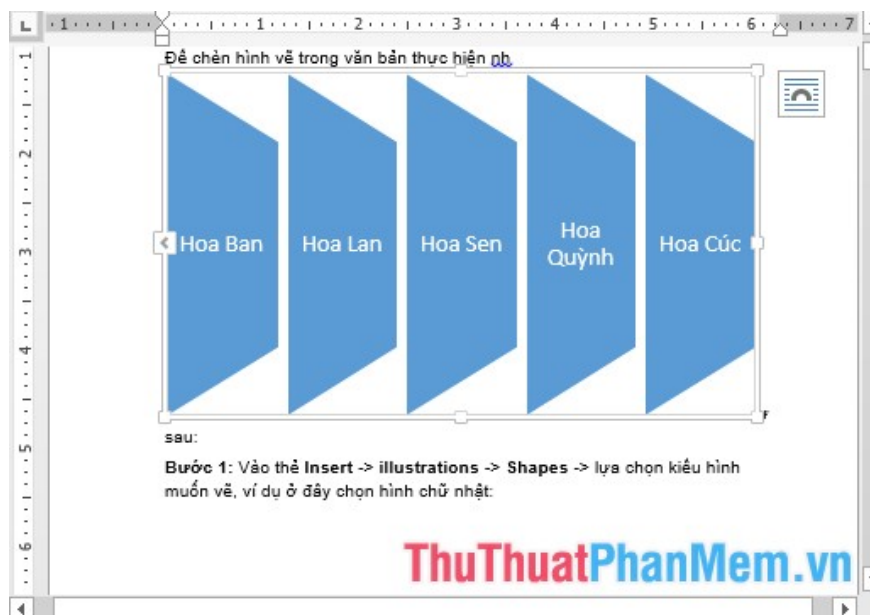
Step 3: After selecting the flowchart type that appears on the text -> enter the content for each component in the flowchart:



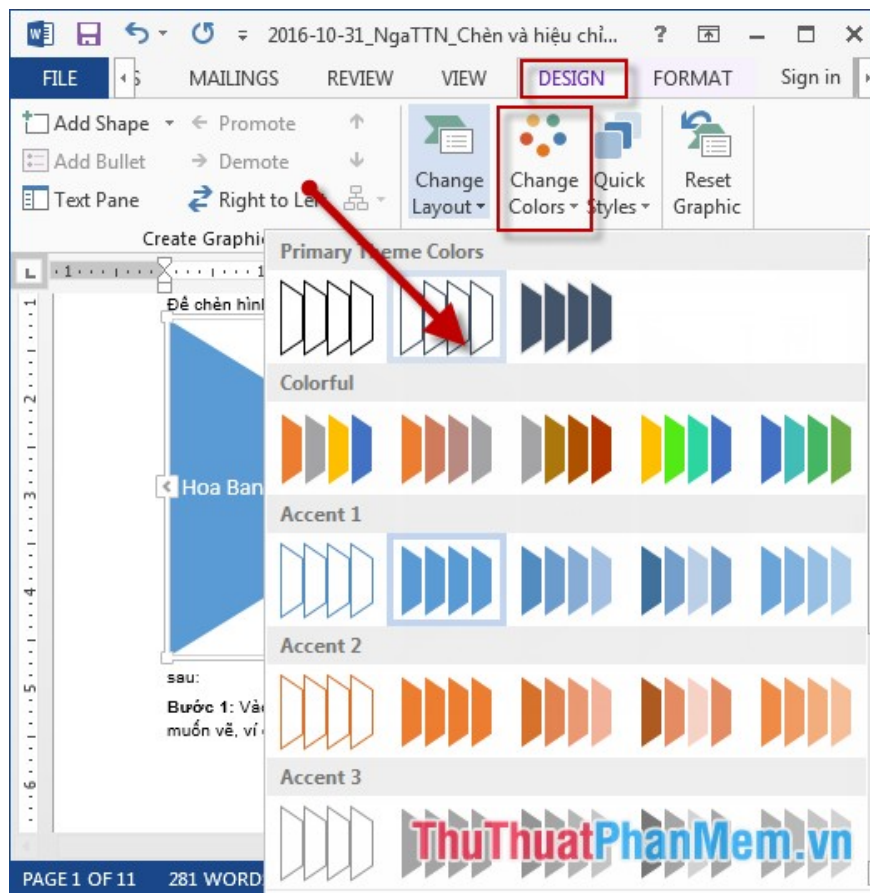
Step 4: After entering the content for the flowchart you want to change the flowchart type -> click on the flowchart -> select **Design -> Change Layout** -> select the flowchart you want to replace:



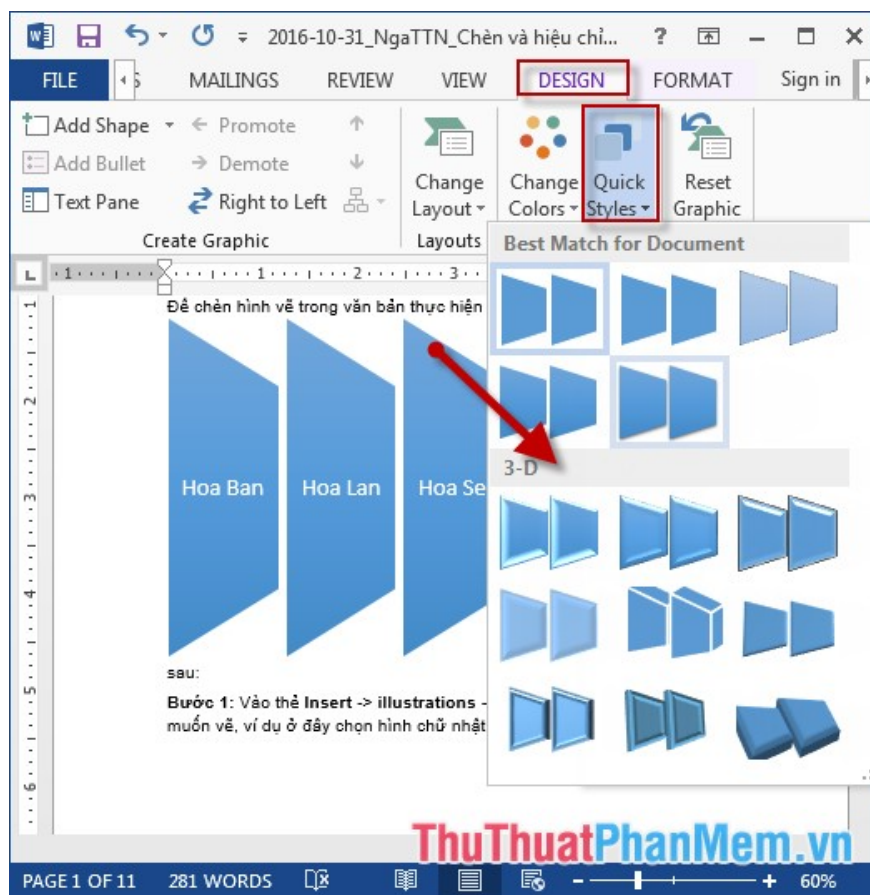
Step 5: Flowchart results are displayed with a new layout style:



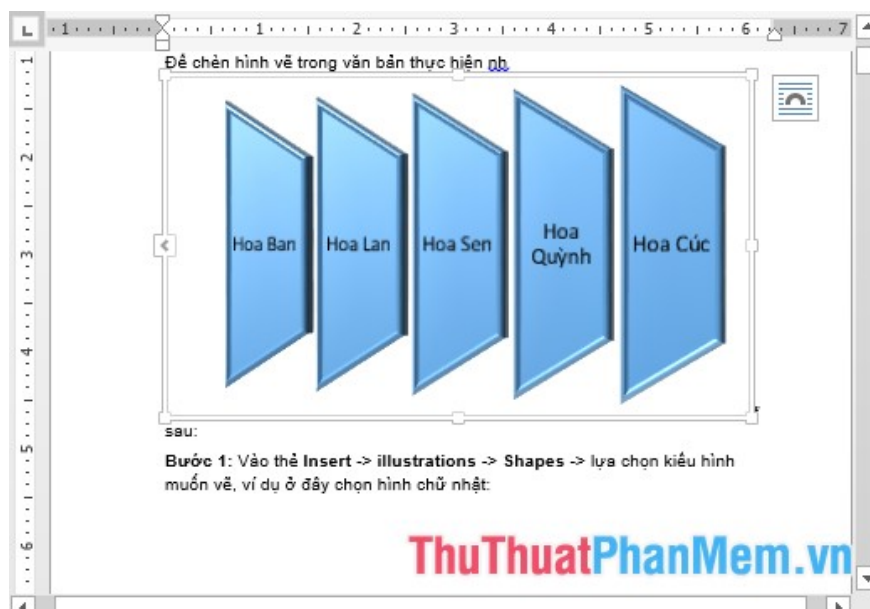
Step 6: Click **Change Color** to change the color of the flowchart:



Step 7: Change the style of the flowchart -> click on **Quick Styles** -> select the style of the flowchart:



After adjusting the flowchart, the result is:



The above is a detailed guide on how to insert and edit flowcharts in Word.

Good luck!

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