

Instructions on how to draw organizational structure diagram in Word

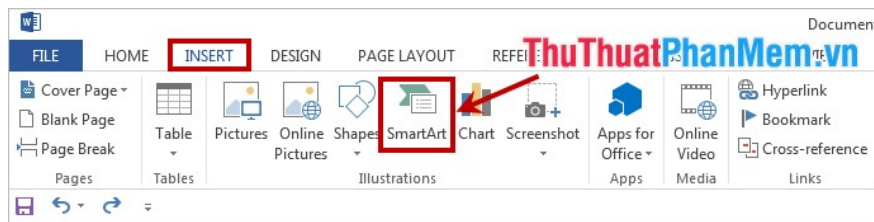
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To draw an organization chart in Word you can use one of two ways: using SmartArt and using the Shapes tool. Using SmartArt will help you draw an organization chart faster than using the Shapes tool. But using the Shapes tool, you can draw an organization chart in many different ways.

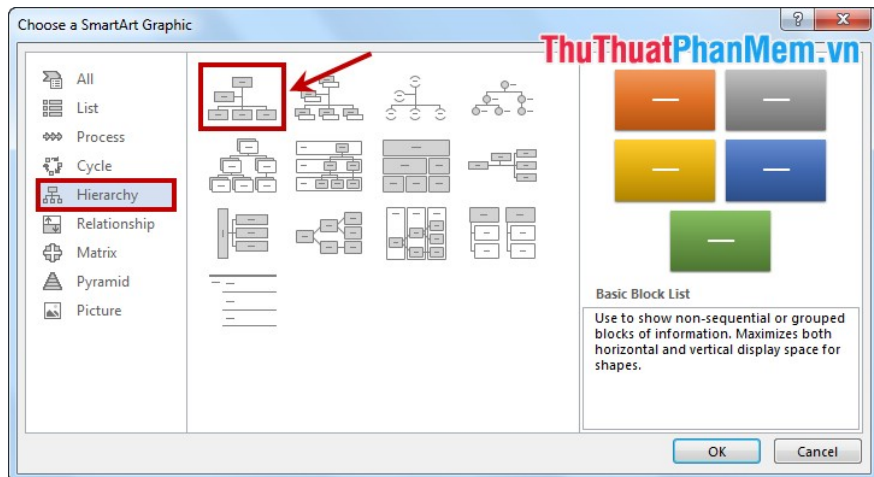
The following article shows you two ways to draw an organization chart in Word.

Draw an organization chart in Word with SmartArt

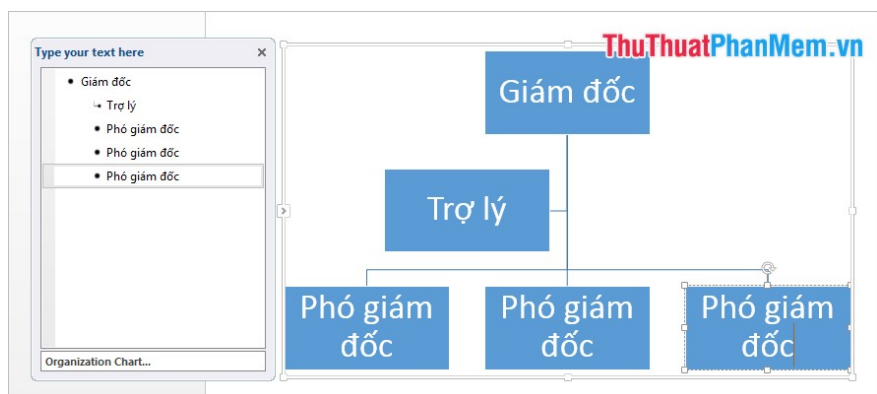
Step 1: On the Word interface, select **Insert -> SmartArt** .



Step 2: The **Choose a SmartArt Graphic** dialog box appears, select **Hierarchy** . Then select the chart type as the organization chart in the diagram list in Hierarchy.



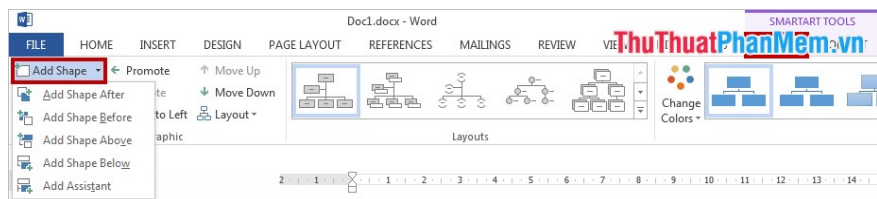
Step 3: The diagram you choose is displayed on the Word editor interface, you just need to enter the content into the text boxes in the diagram.



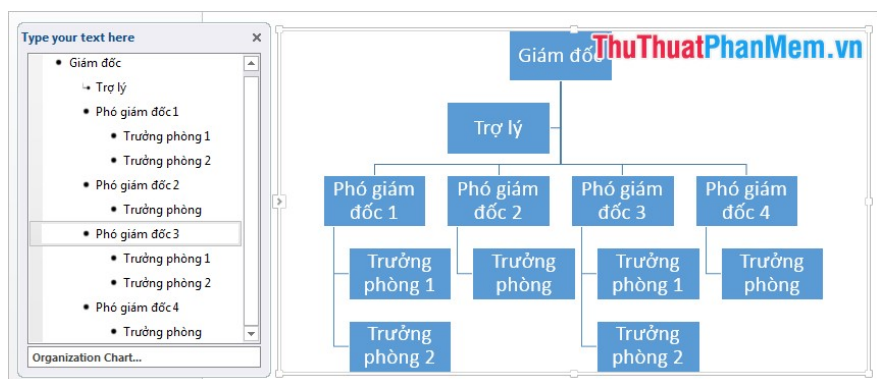
If you want to add boxes in the organization chart to add content to the diagram, you select the box closest to where you want to add the box. Click the **Design** tab in **Smartart Tools** -> select the arrow next to **Add Shape** -> select the box insertion position compared to the currently selected box.

There are 4 positions you can choose:

- **Add Shape After:** insert the same level box at the back.
- **Add Shape Before:** insert the same level box in front.
- **Add Shape Above:** insert the box above one level with the currently selected box.
- **Add Shape Below:** inserts a box below a level with the currently selected box.

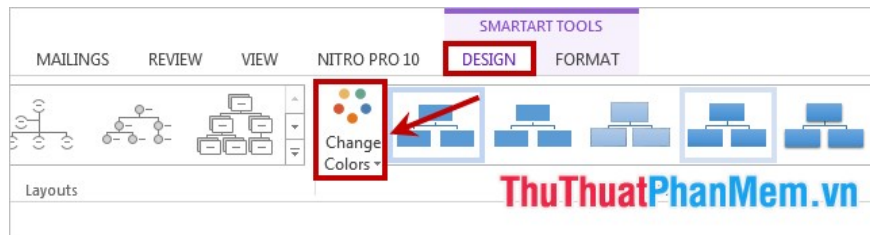


After adding boxes and inserting the complete contents for the organization chart, for example, we have the following diagram:

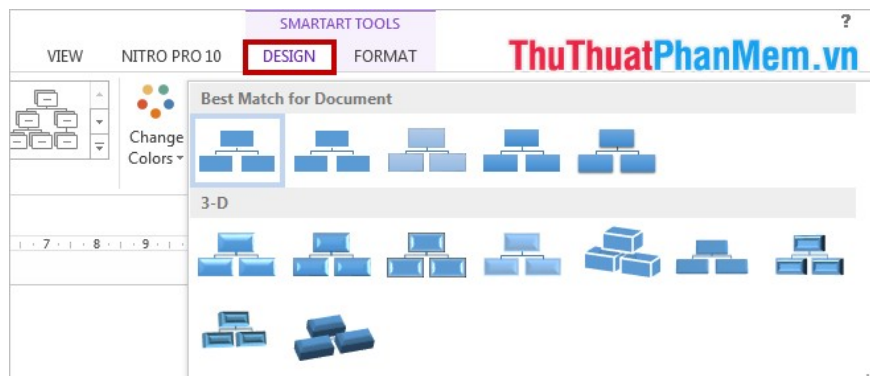


Step 4: Next you need to edit to improve your organization chart.

- To change the color of your organization chart select **Design** -> **Change Colors** -> choose the colors you want.



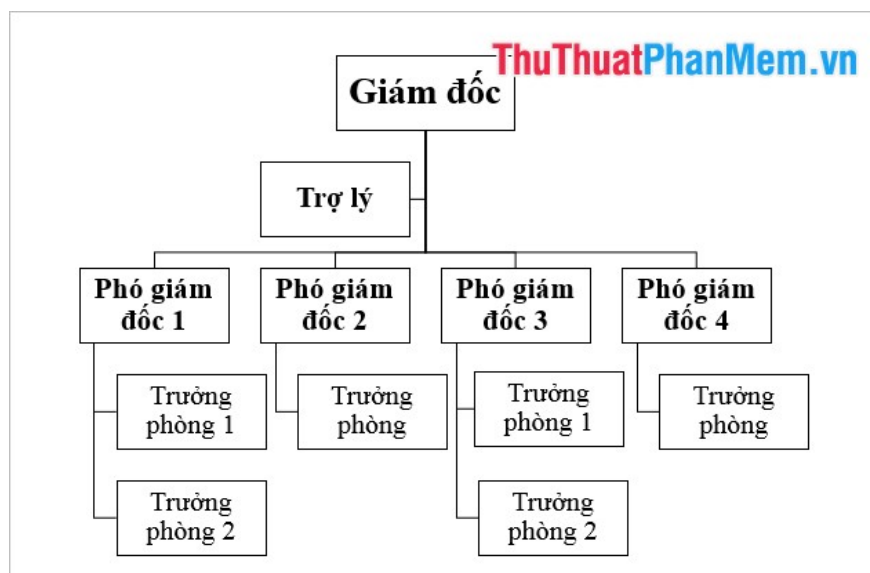
- You can change the style of the diagram in the **SmartArt Styles** section of **Design**, choose 2D or 3D diagrams as you like.



- To change the font style, font color, text effects, select the **Format** tab and change in **WordArt Styles**, **Text Fill**, **Text Effects**.



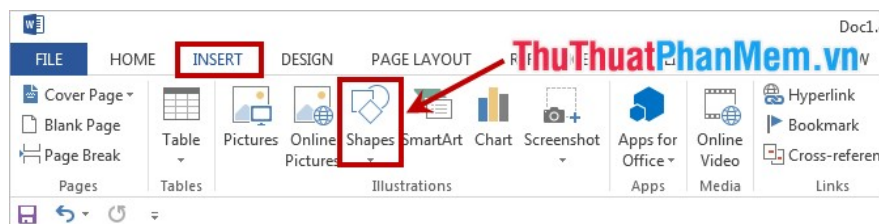
An example of an organization chart after editing:



Draw an organization chart in Word with Shapes

In addition to using SmartArt directly to draw an organization chart, you can use the tools in Shapes. You do the following:

Step 1: First you select **Insert -> Shapes** .

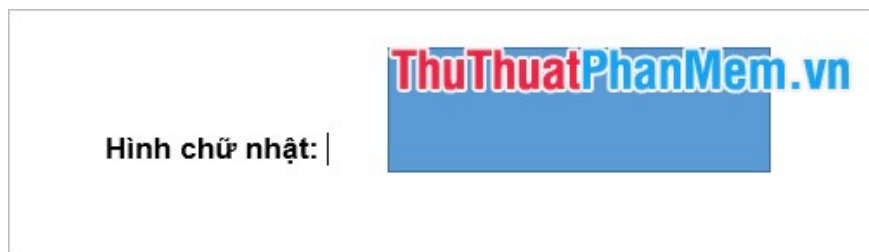


Step 2: There are many types of lines, arrows and many other graphics. To draw an organization chart, you only need to use rectangular blocks, lines, and arrow lines. You can also use other bricks as appropriate.

- To insert a straight line, the arrow you choose **Insert -> Shapes ->** select the straight line or arrow in the **Lines** section . Then draw on the Word editing page and you'll get:

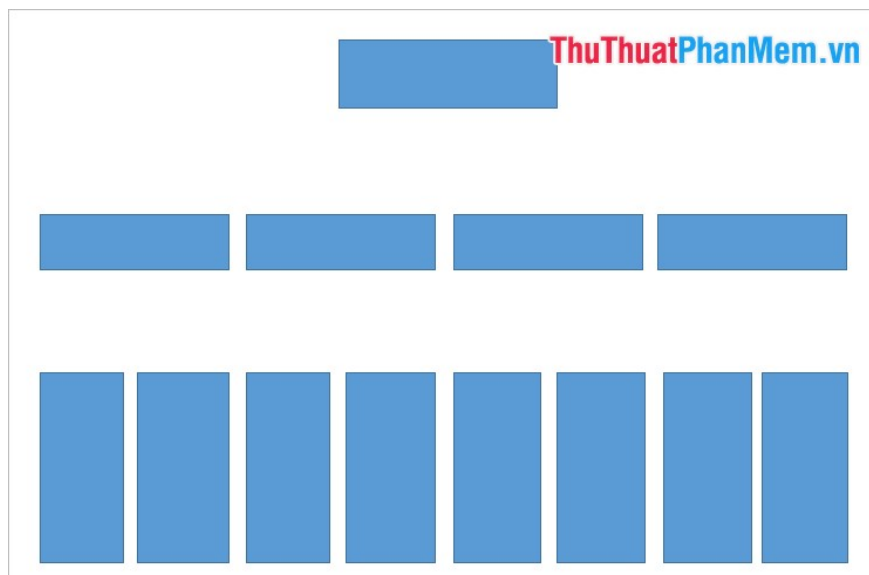


- If inserting rectangular blocks, choose **Insert** -> **Shapes** -> select rectangular blocks in **Rectangles** and draw on Word. You will be rectangular as follows:

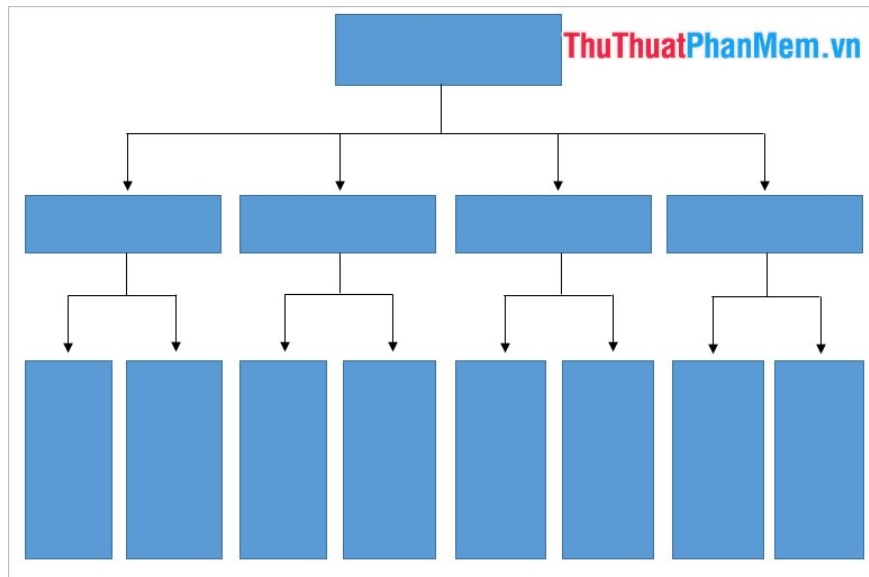


Step 3: You draw many rectangular blocks corresponding to the content you want to have in the organization chart.

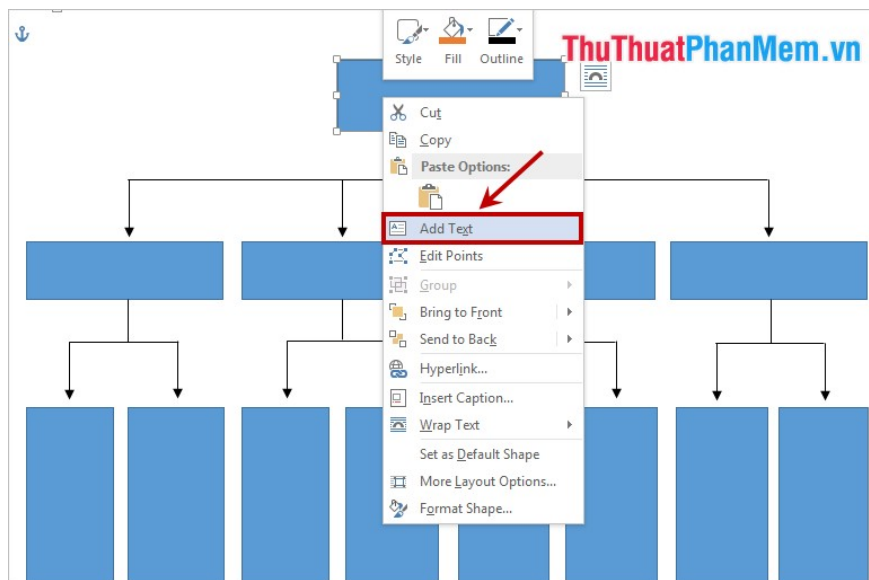
If the blocks are the same, you can copy them by selecting the puzzle, then pressing and holding the **Ctrl** key and pressing and holding the mouse cursor, then move the mouse pointer to another position and release the mouse button. Or you can copy and paste as usual with the key combination **Ctrl + C** and **Ctrl + V** .



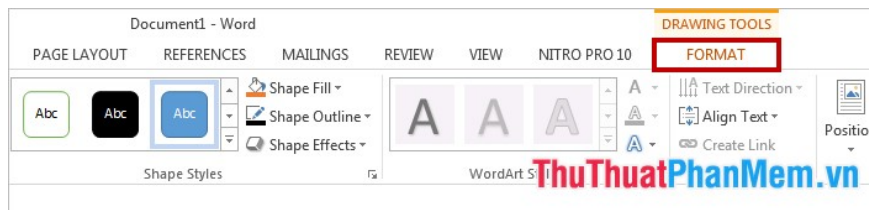
Step 4: Next you draw the arrow and line to point, the arrow is pointing to a lower position in the diagram.



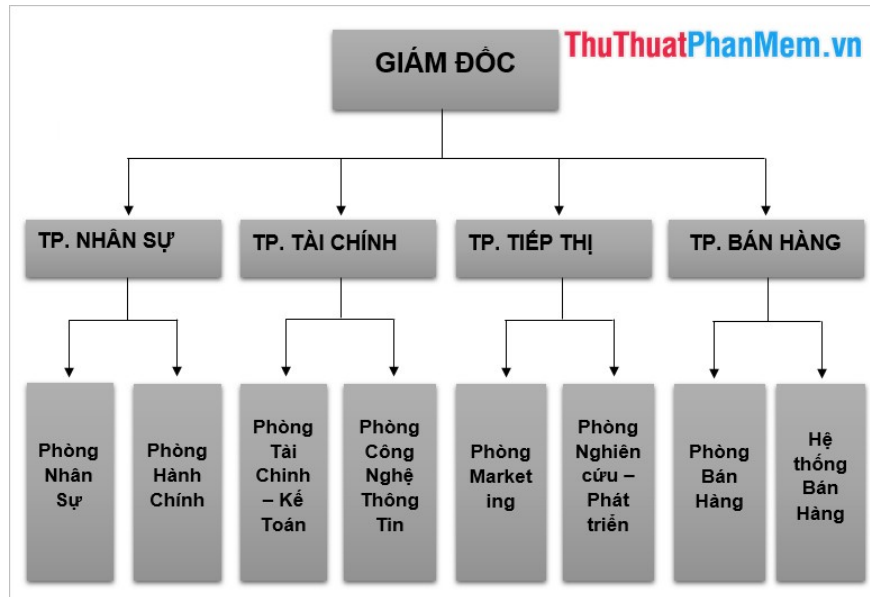
Step 5: So you have the organizational chart, now you need to fill in the organization chart. To add text to the shapes **Shapes** you right-click the block and select **Add text** and then enter text into the bricks. Or you press the block and enter text.



After you have entered the content for the organization chart, you need to edit, choose colors, text styles, shapes . All these customizations you make in the **Format** tab when you select the bricks.



Below is an organizational chart drawn with the Shapes tool in Word.



Good luck!

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