

The best flowchart patterns (flowcharts) for Microsoft Office

The following templates for Microsoft Office allow users to create quick diagrams in Word, Excel or PowerPoint. Whether for business or personal purposes, users will also have a great start with these handy and easy-to-edit options.

Creating flowchart (also known as flowchart or flow diagram) can be a very easy task for many people. And if you've followed the posts of TipsMake.com, you can create gorgeous flowchart in Word. You can even create extremely simple Excel flow charts. But what if you want to use an available flowchart template?

The following Microsoft Office flowchart templates help you create quick diagrams in Word, Excel, or PowerPoint. Whether for business or personal purposes, users will also have a great start with these handy and easy-to-edit options.

Top template flow diagram for Microsoft Office

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Why should use flowchart?

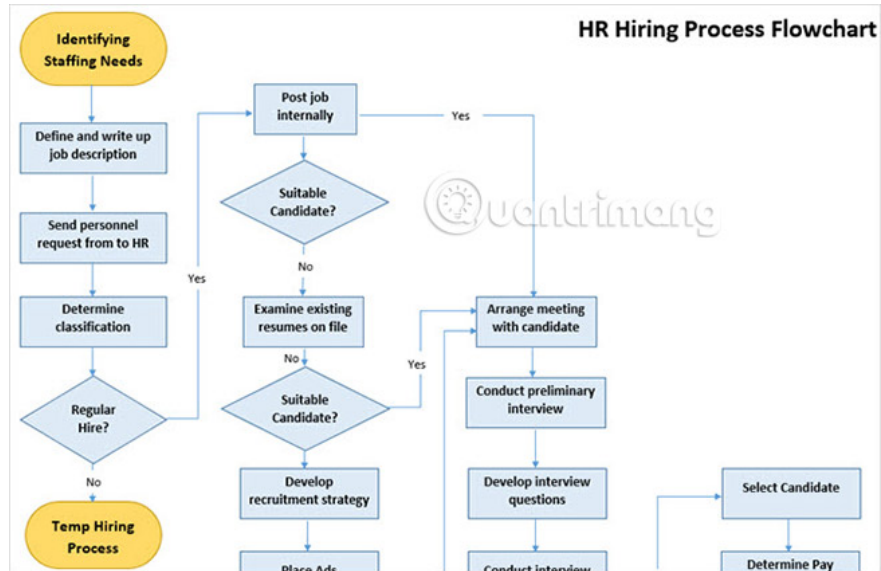
If you need to record or explain a process or procedure, there is no better way to use an image. Instead of explaining the steps in the document, flowchart provides a clear, easy-to-follow image. It can be used in almost every business, as well as personal life.

In addition, it can assist in communication between groups. According to Chron.com, a Houston-based newspaper: 'The main benefit of a flowchart is that it closes the vocabulary gap between different groups when working together'.

Flowchart template for Word

Process Flowchart

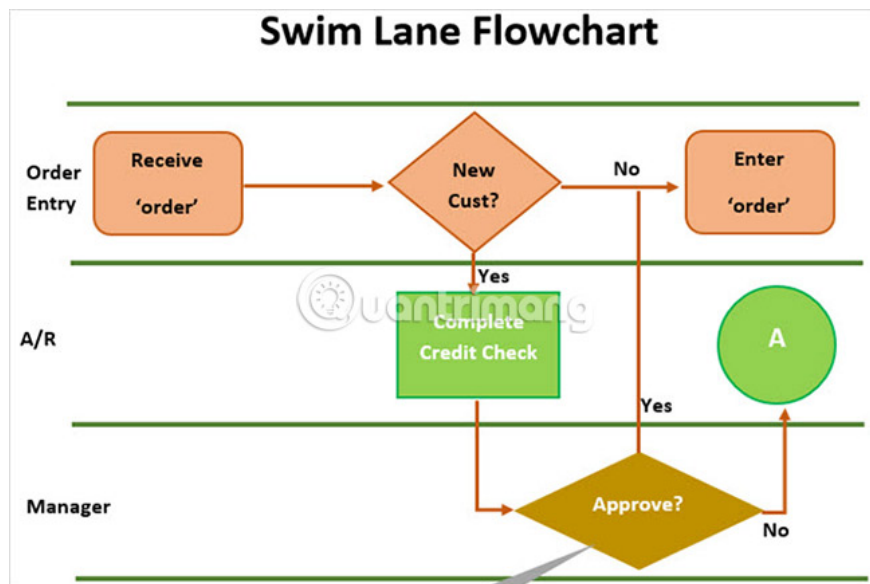
The basic process flow diagram used most often and often is what people think of first when referring to 'flowchart'. This template from MyWordTemsheet.org provides users with a complete process, just edit it to suit each person's needs. It is suitable for almost any type of process.



Swim Lane Flowchart

If you want to create a flowchart that displays a process, but still divide the steps into separate categories, then the user needs to use a lane flow flow. As can be seen in the screenshot below, the categories appear between parallel lines (lanes).

This type of flowchart, also from MyWordTemsheet.org, is often used for business processes involving multiple departments.



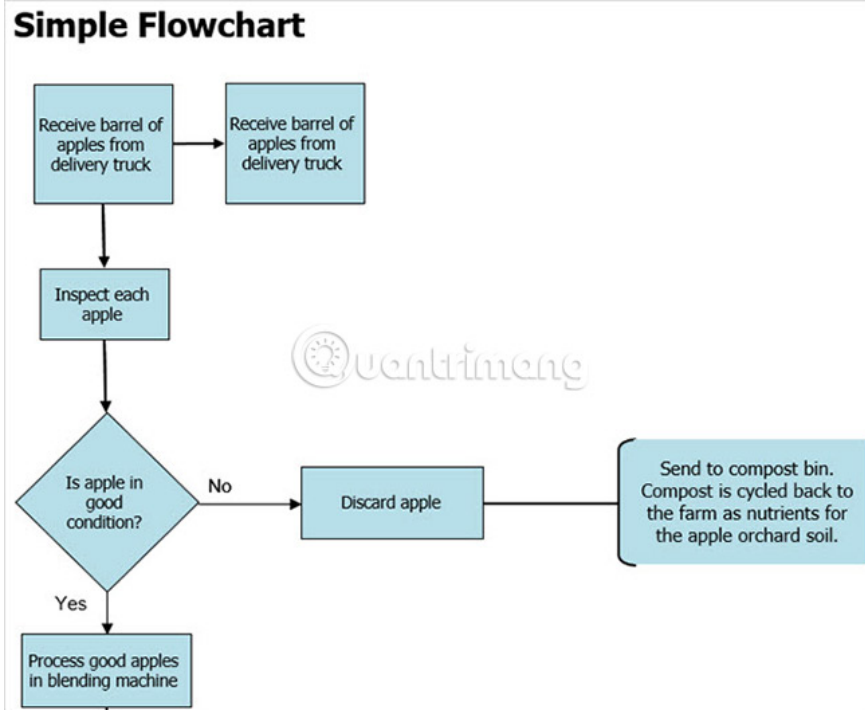
Sample flowchart for Excel

Simple flowchart

If you prefer to use Excel to create your own flowchart, see the sample Example Flow Chart Template on the Template.net website.

(**Note** : There is no sample preview link, so just scroll down the page until you see the title mentioned.)

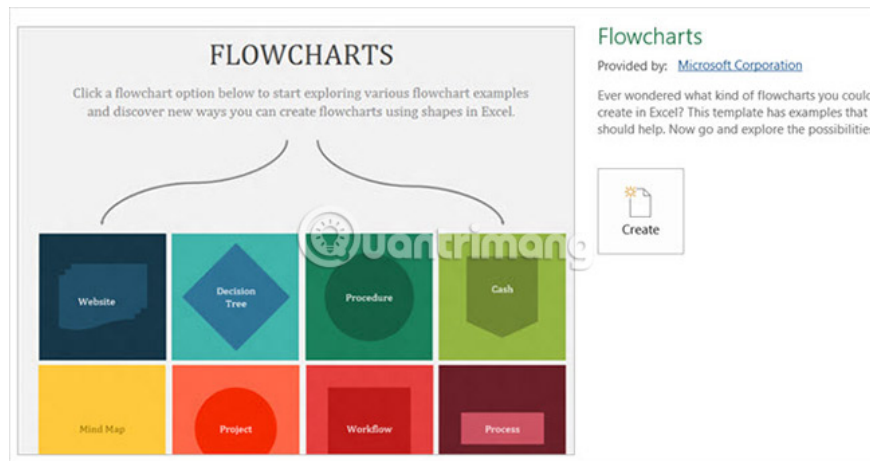
Like templates for Word, users will see a basic flow diagram that is easy to edit.



Flowchart set

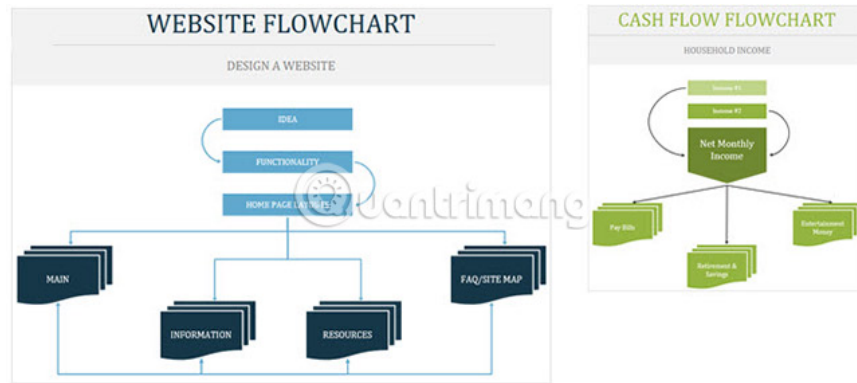
The next option is a set of downloadable templates right in Excel. Click **File> New** from the menu. Then, in the search box, enter from **Flowchart**. Next, you will see an option titled simply **Flowcharts**. Select it and click **Create** to download the entire set.

The great thing about this flowchart is that users get 8 different templates in a workbook.



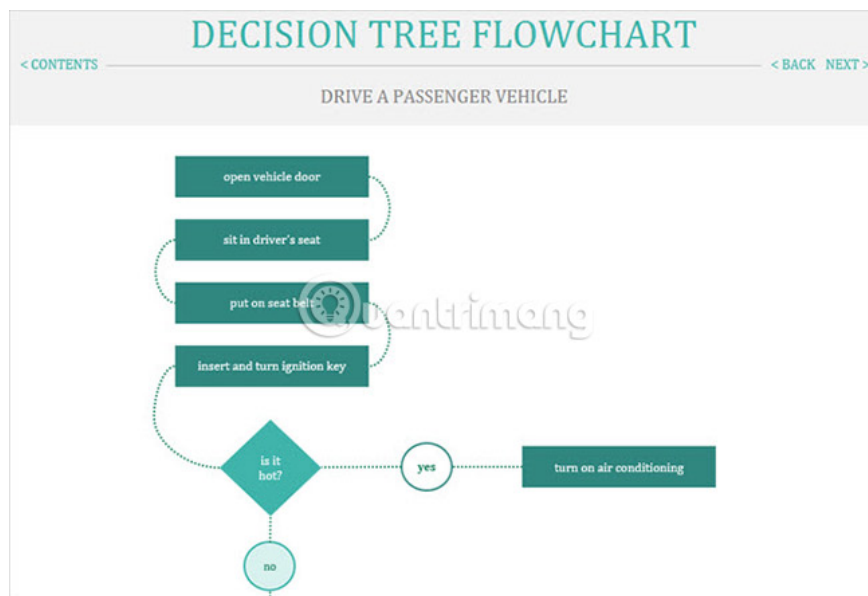
Website and Cash templates

These two patterns are very similar because each template uses a flowchart in the downward direction. They then expand and branch into smaller parts.



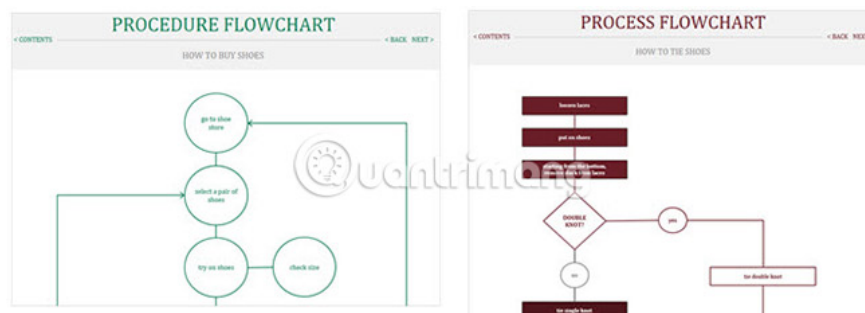
Decision Tree Template

The Decision Tree template also uses a downstream flow but expands in each location to decide 'Yes'. Each 'Yes' point makes a final decision.



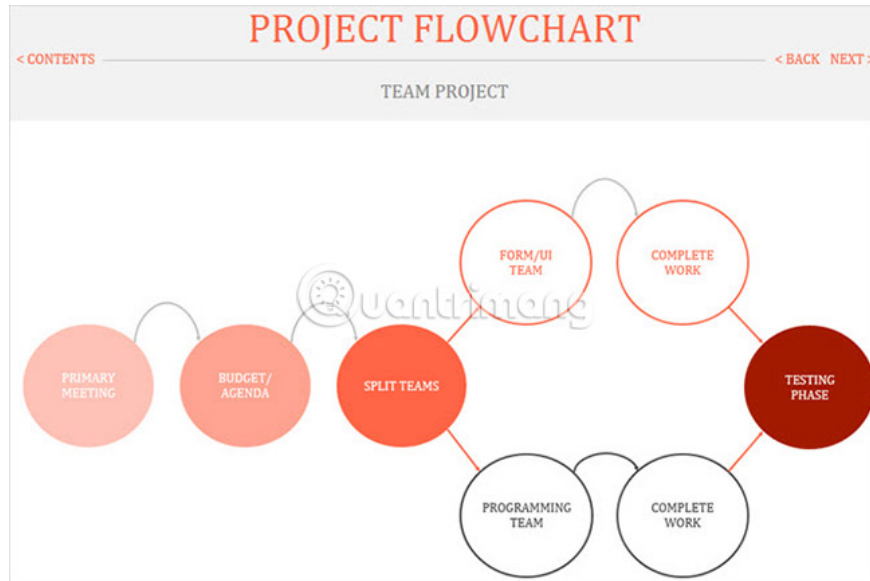
Procedure and Process templates

The Procedure and Process templates are all simple and clean flowcharts. Users can use them to display almost every type of decision-making process.



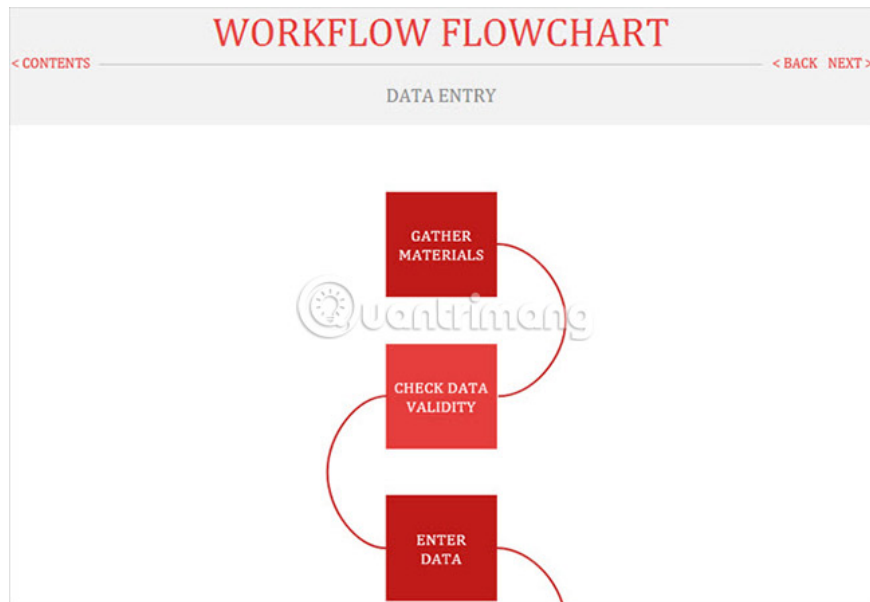
Template Project

For basic projects, the Project Flowchart template is an easy-to-understand option. But users can adjust this flowchart easily for larger projects.



Workflow Template

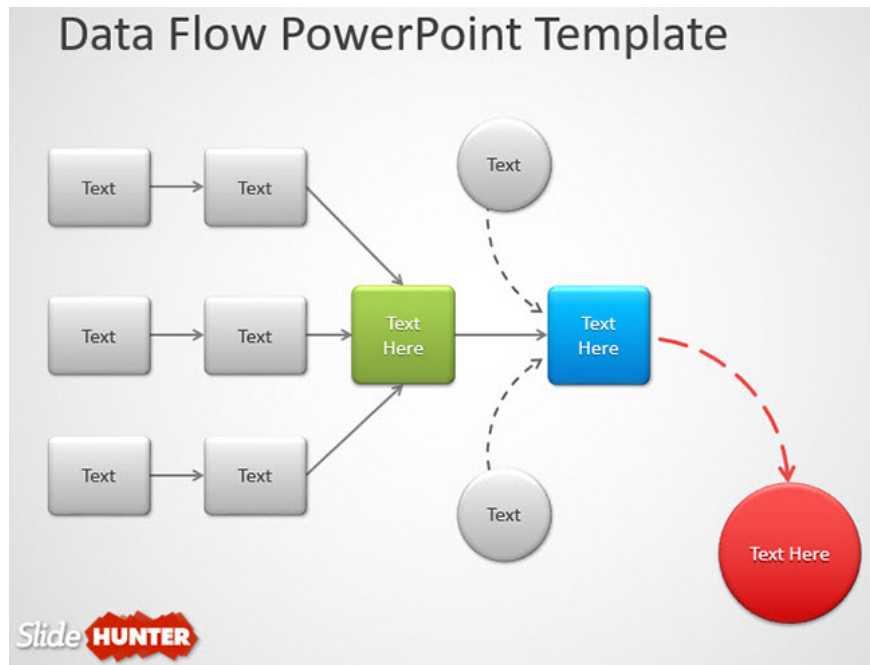
Workflow templates are probably the simplest option. It shows a simple workflow, downwards.



Template Mind Map

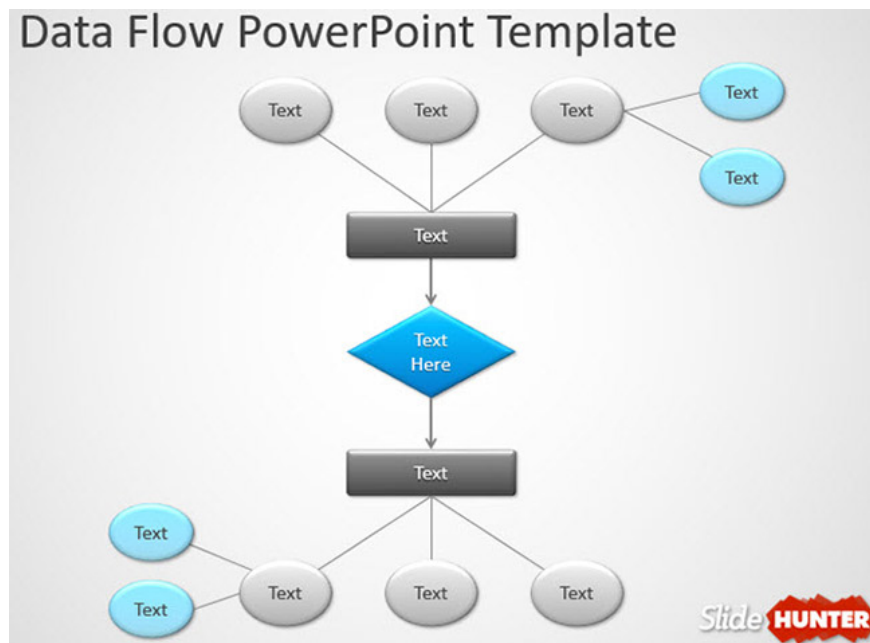
The Mind Map template is more like a diagram than a flowchart. The Mind Map template provides an easy-to-use method for brainstorming or group thinking.

The second format is ideal for situations where many parts must be taken or completed before a process can begin. Users can also reverse it to start with the red circle and expand it from there.



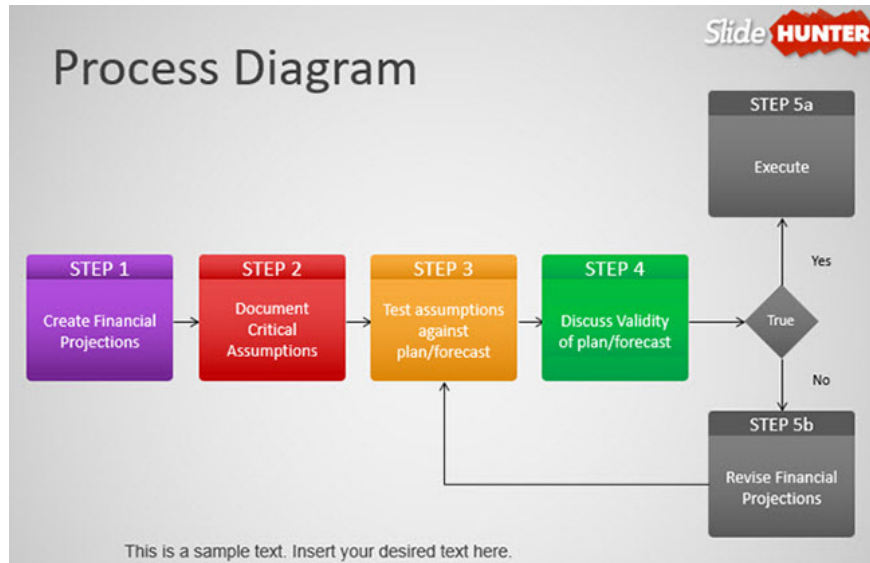
Format 3

The third flow format is useful when you want to display a simple process without a premise based on the decision.



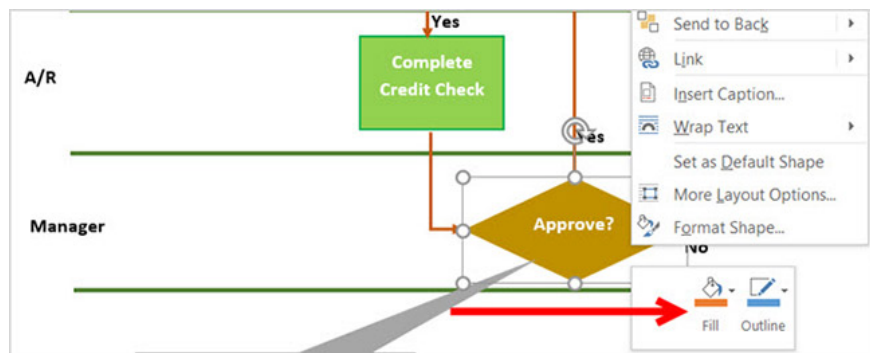
Process Diagram

Another sample from SlideHunter.com for PowerPoint with two options is a process diagram. The only difference between the two slides is the one with the color, and the other is only gray. Users can also try the third slide for the used clipart, making it easy to copy and paste to another slide if needed.



Edit the template

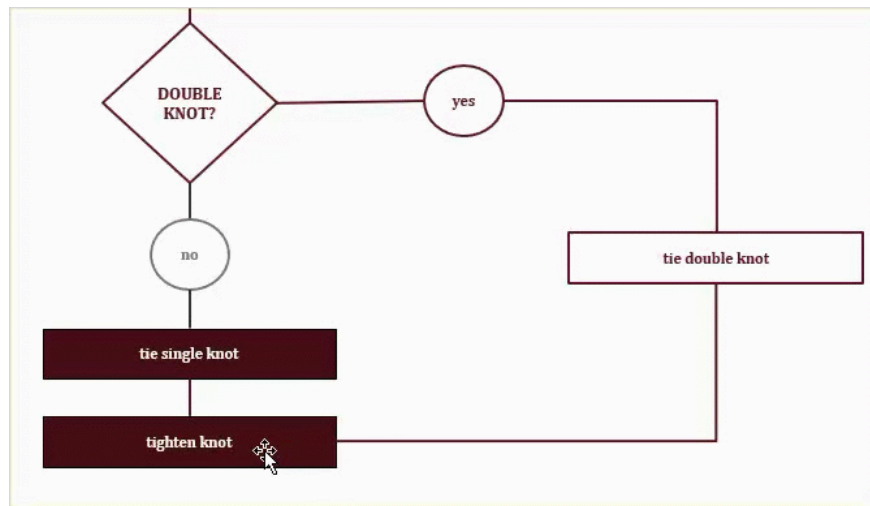
Because templates are used in Microsoft Office applications, users can make changes to them similarly.



1. Users can change the color by selecting the shape, right-clicking to open the popup window and then selecting the color from the **Fill** option .
2. Users can edit text by clicking inside the shapes.
3. Users can delete objects by selecting them and clicking the **Delete** button .
4. Users can add similar objects by selecting them and using **copy / paste action**.
5. Users can add new objects by clicking **Insert> Shapes** and then making selections.
6. Users can move an object by selecting it and when the four-sided arrow appears, drag it to a new location.

A section to note about Word and PowerPoint templates is that the connectors will not automatically change if you move a shape. Therefore, it should be noted that they must be moved manually if the flowchart is rearranged.

If you choose to use Excel instead, hyphens will follow when you move the shapes. This makes it easy to change the interface without losing data stream.



Microsoft Visio is a great tool for creating diagrams because it is its main task.

However, if you only know the basics of Microsoft Office (with Word, Excel and PowerPoint), then these templates will suit you. There is no reason to create a flowchart from scratch, especially when there is not much time. Select the app, download one of these great templates and start creating flowchart! Or, try one of these free graphing tools for Windows.

Which Microsoft Office application do you like to create flow charts? What is your flowchart pattern? Let us think in the comments below!

Wish you find the right choice!

You finished reading the article "**The best flowchart patterns (flowcharts) for Microsoft Office**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.