Excel Creating Org Charts Tip

Who says you have to use PowerPoint to create organization charts? You can easily insert a variety of diagrams such as Organization Charts in Excel.

To start, click the Insert tab on the Ribbon and then click on **SmartArt** in the Illustrations group.

Next select the type of diagram that you would like to insert.
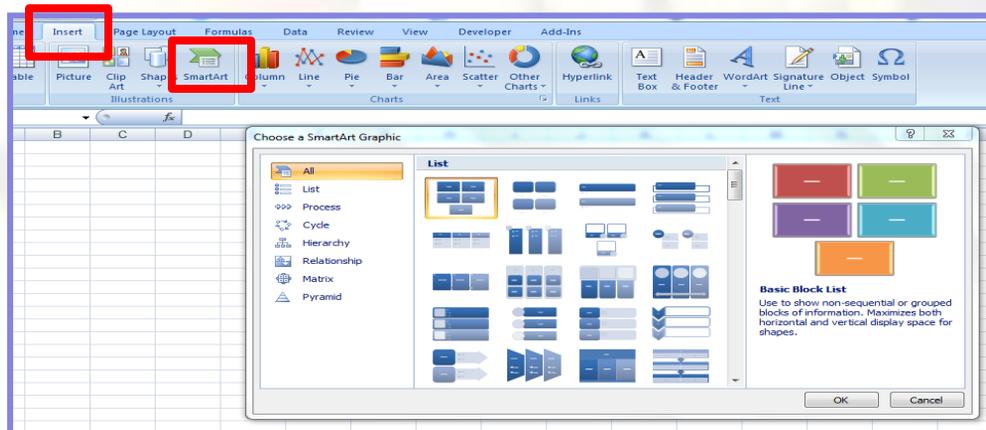
For an organization chart, click **Hierarchy**, click the leftmost icon in the top row, then click the **OK** button.
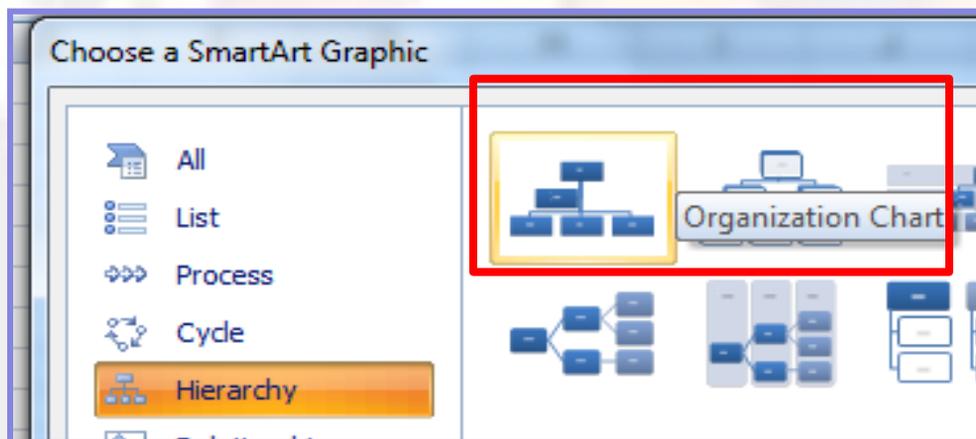
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A blank template of an organization chart is displayed as shown below. You can start entering text in each box.
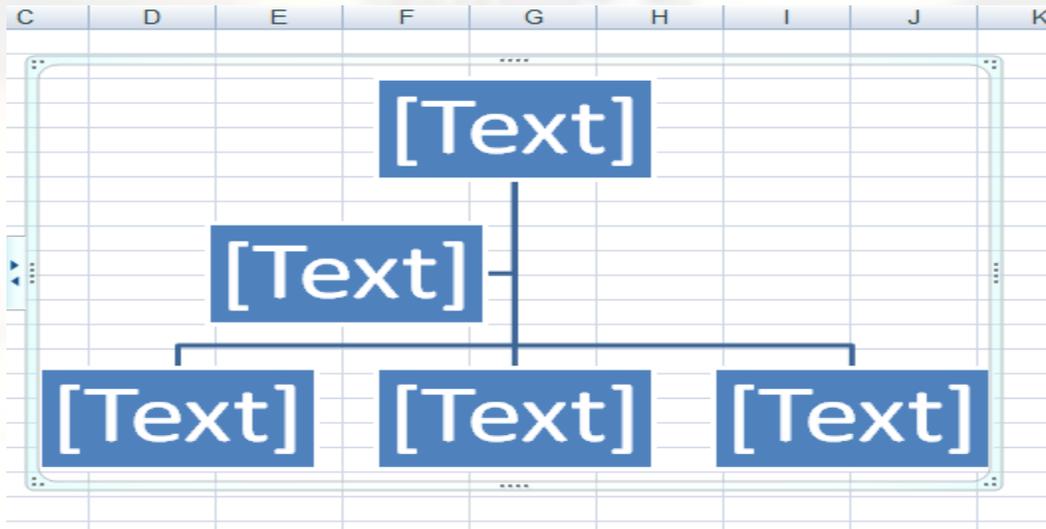
The screen shot below shows an initial organization chart.
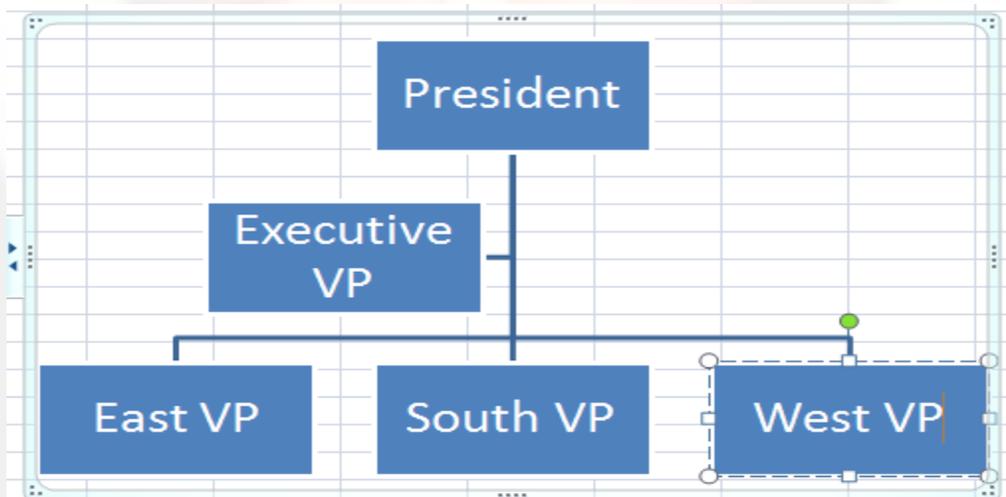
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If you want to add more shapes, right click on the box where you want to insert another one. In the short-cut menu, click on **Add Shape**, then select where you want the shape to be added.
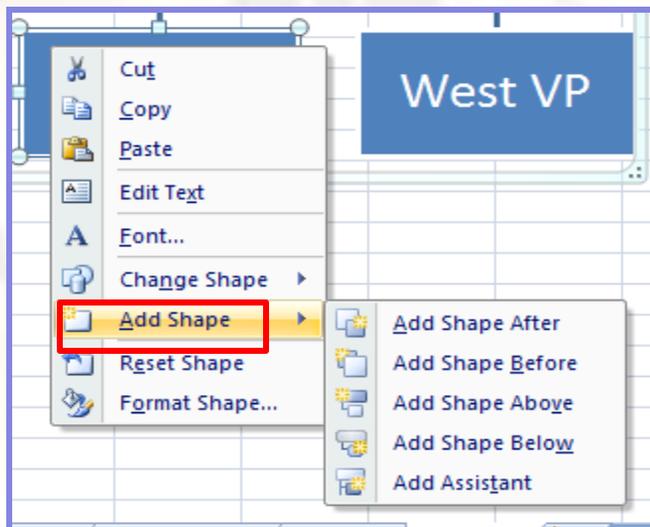
The screen shot below shows a shape added below the South VP box.
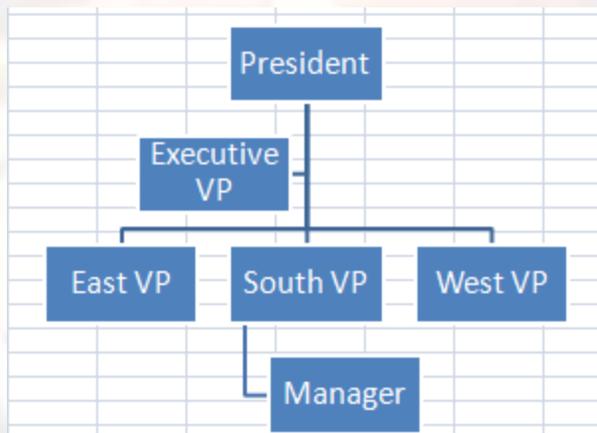
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You have the ability to change the look and feel of the organization chart, using the SmartTools Design tab. The screen shot below shows the options you have for changing the design. You should experiment with the various choices to see which ones you like best.
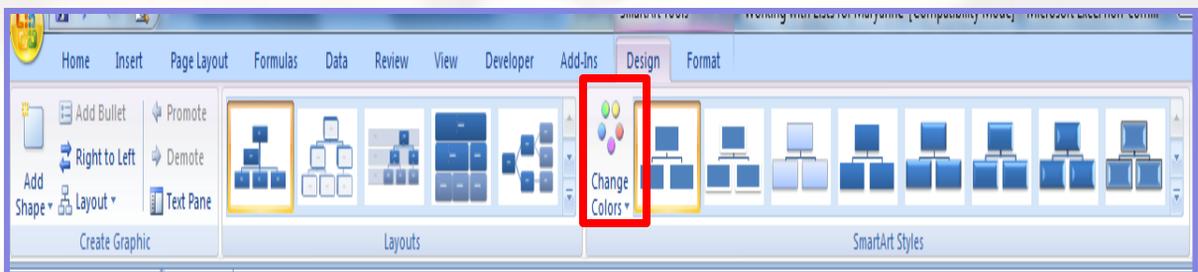
You can change the colors of the organization chart boxes by clicking on the **Change Colors** icon in the SmartArt Styles group. Then select which color scheme you prefer from the options shown in the screen shot below.

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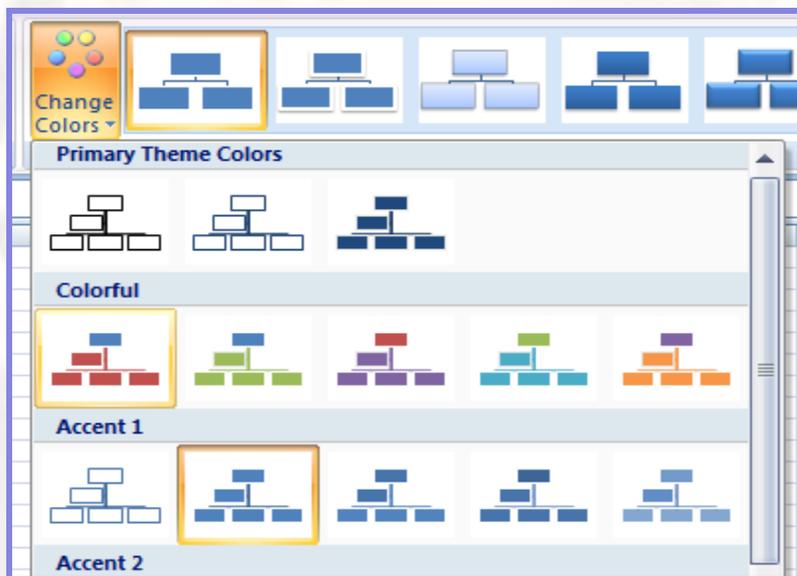
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Excel Creating Org Charts Tip

The screen shot below shows a changed color scheme.
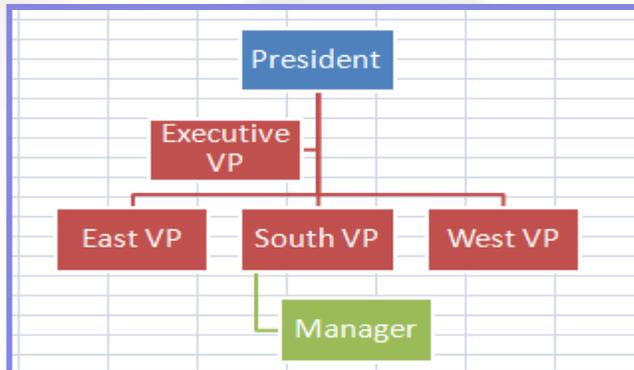
You can also change the layout by clicking one of the different layouts in the Layout group in the Design tab. This is an example of a different layout.
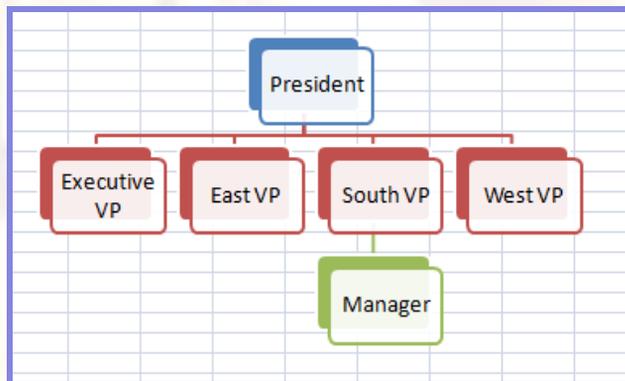
Need Help? Contact Us

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