

Tools for Making an Organization Chart on a Computer

Each of the following Microsoft programs has a tool for making an organization chart.

Visio The best tool for making charts of all kinds, but you may not have this installed on your computer.

Word & Power Point In the 2007 versions of both of these programs you use the “SmartArt” tool to make an org chart. See the diagram below for a demonstration of where to find this in **Word 2007**. In **Power Point** SmartArt is also on the *Insert* menu.

Making an Org Chart in Word 2007

