



Organization Charts in MS PowerPoint 2010

In this chapter, you will learn about :

- Inserting organization chart on a slide
- Adding or deleting boxes in an organization chart
- Changing shape and colour of the boxes in an organization chart
- Applying a SmartArt style to an organization chart

You have learned how designs, animations and sound give life to your presentation.

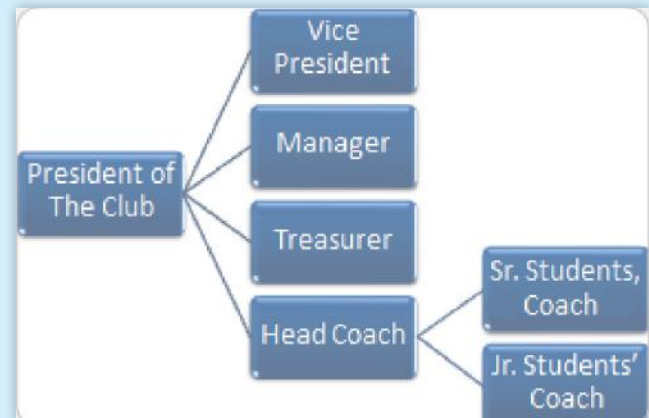
You will now learn about some advance tools of MS PowerPoint 2010 to make your slide show more interesting and interactive.

ORGANIZATION CHARTS

An Organization Chart is a diagram that shows the structure (or hierarchy) of an organization's management.

For example, suppose you have started a sports club in your school.

The organizational structure of the club may appear.

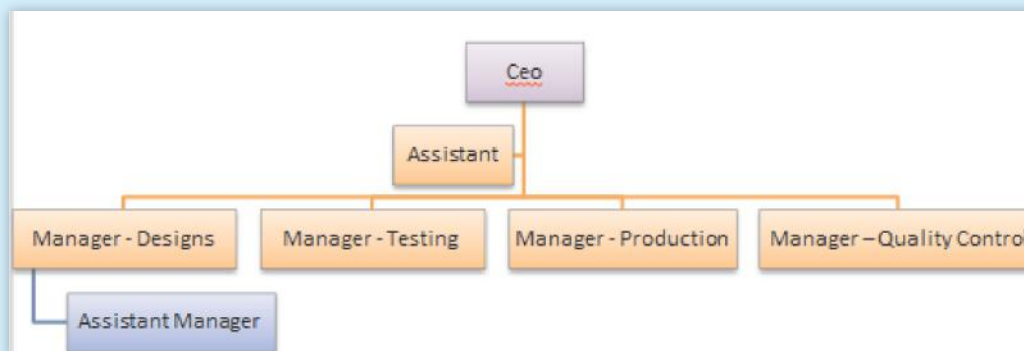


A hypothetical organizational structure of a sports club in a school

Know More

Hierarchy is a system in which people or groups are ranked one above the other according to their responsibility, status or authority.

A multi-national company's organization chart may appear.



A hypothetical organization chart of a multi-national company.

Know More

A company's organization chart typically illustrates the hierarchical relations between people within the organization.

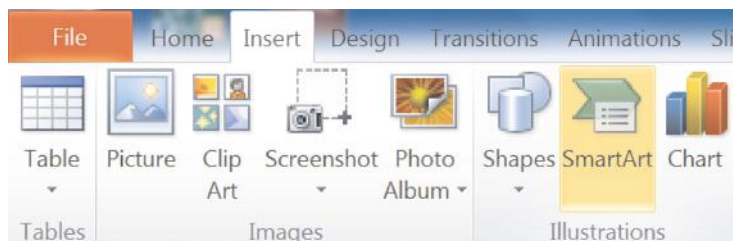
INSERTING AN ORGNIZATION CHART ON A SLIDE

Like most other features of PowerPoint that you've learned till now, inserting an organization chart on a slide is also simple. To insert an organization chart on a slide, follow these steps :

Step 1 : Open the slide on which you want to insert the organization chart.

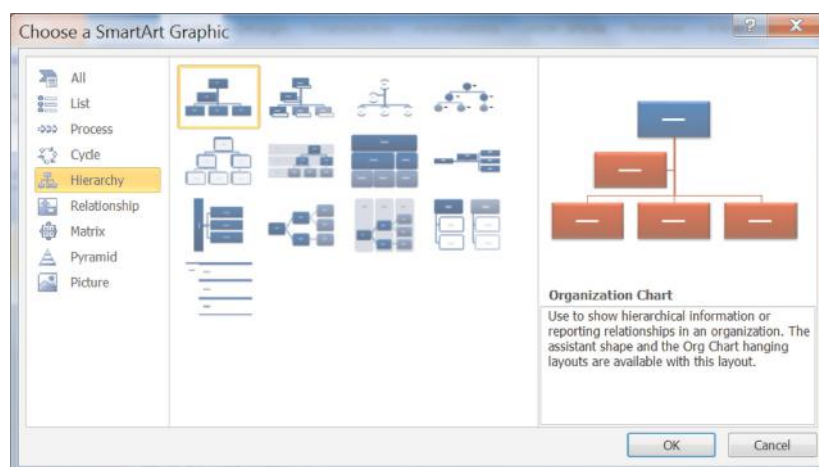
Step 2 : Click on the Insert tab.

Step 3 : From the Illustrations group, click on the SmartArt option.



The SmartArt option in the Illustrations group

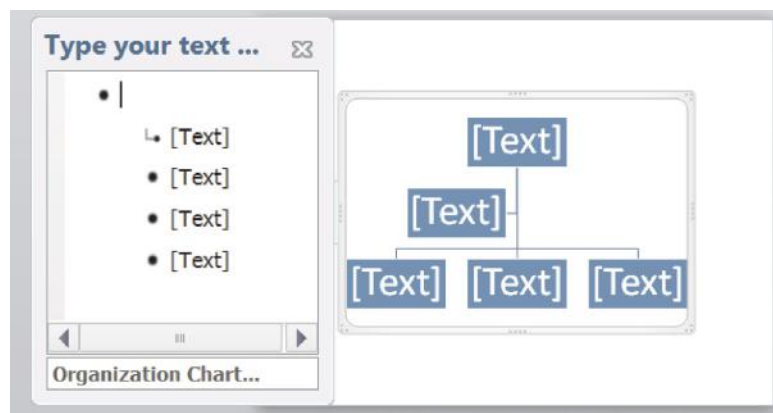
Step 4 : From the Choose a SmartArt Graphic gallery that appears, click on Hierarchy, select the layout called Organization Chart and then click on OK.



Choosing a layout for an organization chart

An organization chart (SmartArt Graphic) will now appear on your slide.

All you have to do now is to design the chart according to your requirements.



A blank organization chart inserted on a slide

If the text pane is not visible, click on the control.

To type that in the boxes, you can use any of the following options:

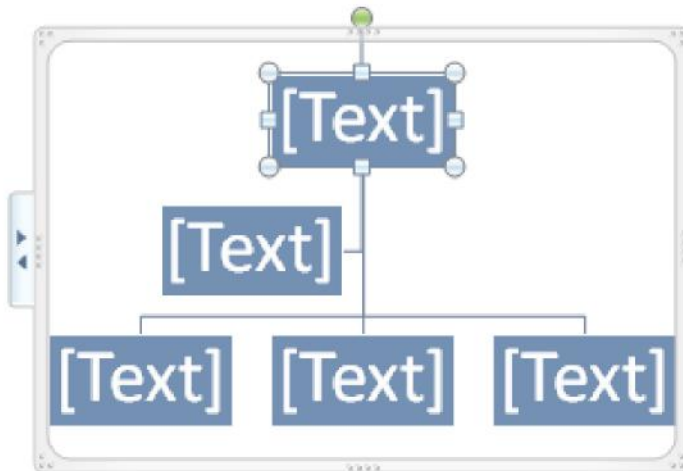
Click on the particular box in the SmartArt Graphic and then type the text.

OR

Click on [Text] in the text pane, and then type your text.

OR

Copy text from another location or program, click on [Text] in the text pane, and paste your text.



Click on control to expand the text pane

Know More

It is more convenient to draw the hierarchy using the text pane. Use the Tab key to move to the next level and Shift + Tab keys to move to the previous level.

ADDING OR DELETING BOXES IN AN ORGANIZATION CHART

You can customize the structure of an organization chart by adding or deleting boxes.

To add a box, follow these steps:

Step 1 : Select the SmartArt graphic to which you want to add a box.

A SmartArt Tools tab will appear on the Ribbon.

Step 2 : Select the box nearest to the place where you want to add the new box.

Step 3 : Click on the Design tab under the SmartArt Tools tab.

Step 4 : From the Create Graphic group, click on the Add Shape arrow and choose the desired option.

Know More

Under the Add Shape option, clicking on the options Add Shape After and Add Shape Before, adds a text box at the same hierarchical level.

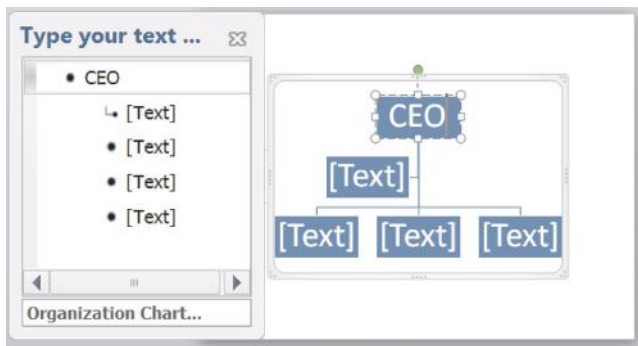
To delete a box, click the border of the box you want to delete, and then press the Delete key.

Let us make the organization Chart. The steps would be as follows:

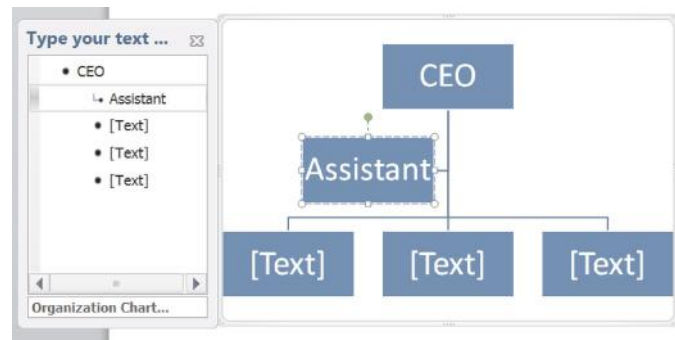
Step 1 : Insert Organization Chart from Hierarchy group of SmartArt option in your slide as explained in the earlier section.

Step 2 : Starting from top, type CEO in the first level text box to represent the top level.

Step 3 : In the text box at the second level, type 'Assistant'.



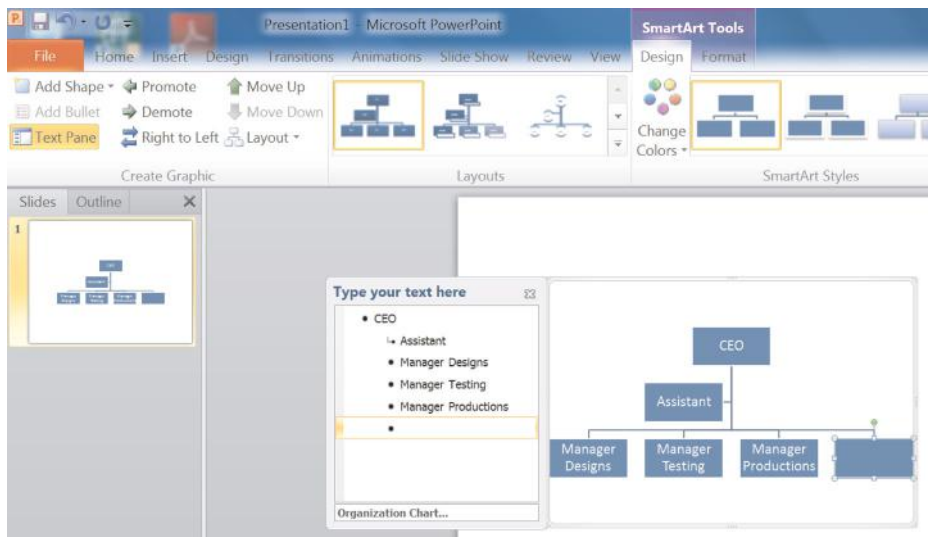
a



b

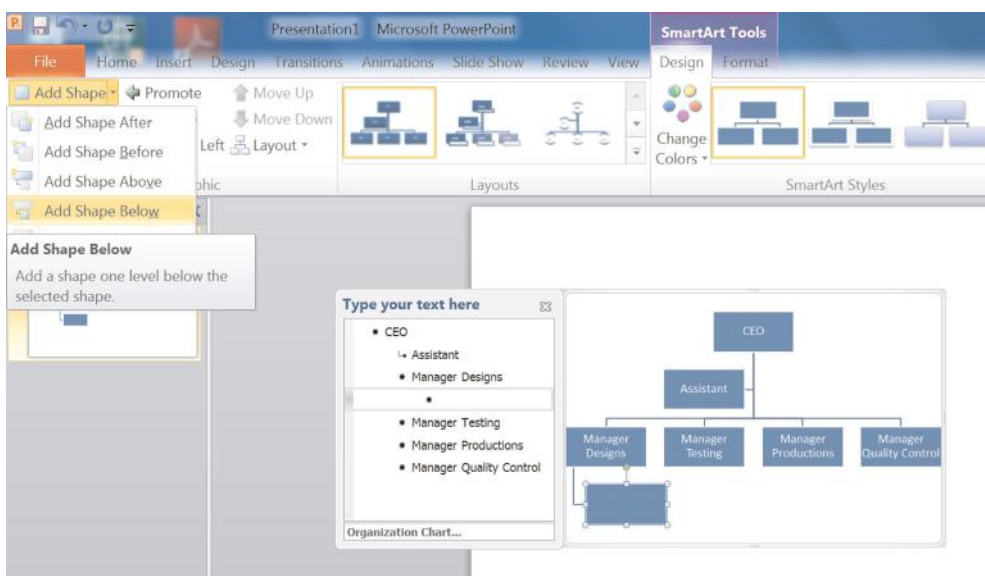
Step 4 : Type 'Manager-Designs', 'Manager-Testing' and 'Manager-Production' in the third level text boxes.

To add the fourth text box at this level, select the 'Manager-Production' text box. Click on Design tab under SmartArt Tools. Under Create Graphic group, click on the Add Shape arrow and then select Add Shape After. A new text box will be added to the right of the selected box at the same level. Type 'Manager- Quality Control' in it.



c

Step 5 : Now, to add a box at the fourth level (under 'Manager- Designs'), select the 'Manager- Designs' text box. Click on Design tab under SmartArt Tools. Under Create Graphic group, click on the Add Shape arrow and then select Add Shape Below. A new text box will be added at the fourth level, under 'Manager- Designs'. Type 'Assistant Manager' in it. Your organization chart is ready.



You can also change/modify the existing boxes by using other options in the Create Graphic group.

CHANGING SHAPE OF THE BOXES IN AN ORGANIZATION CHART

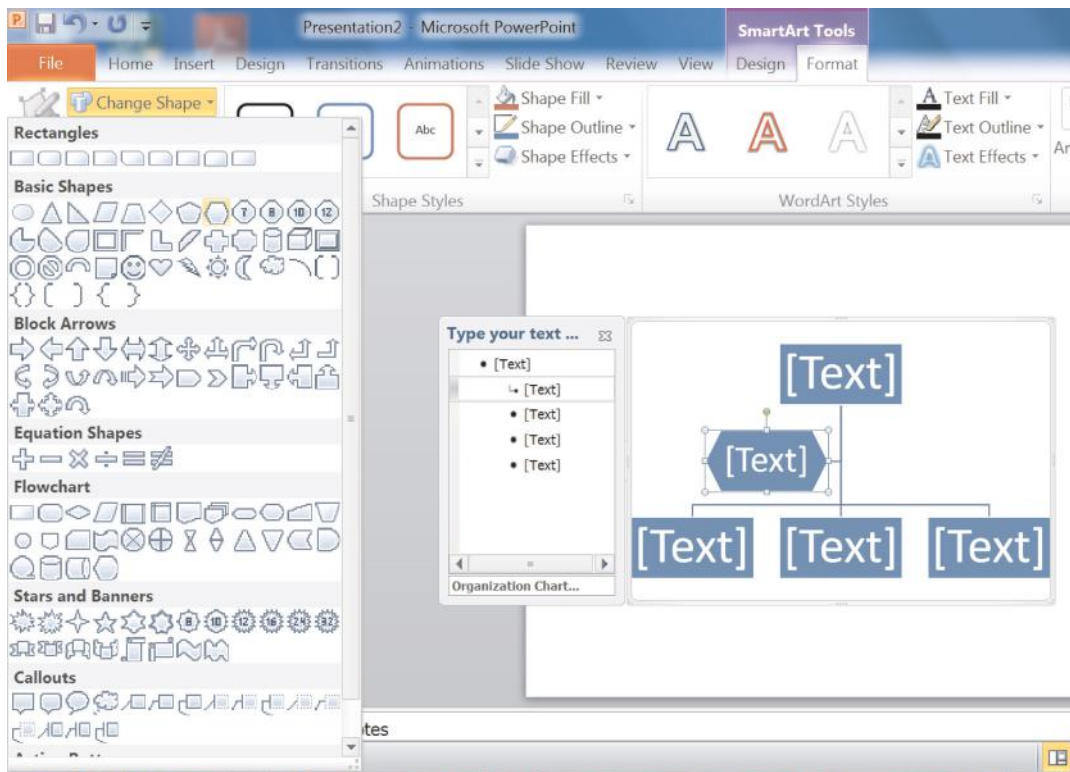
Isn't it getting more and more exciting? You cannot only change the structure of an organization chart, you can also change the shape of its boxes.

To change the shape of boxes in an organization chart, follow these steps:

Step 1 : Select the box whose shape you want to change.

Step 2 : Click on the Format tab under the SmartArt Tools.

Step 3 : In the Shapes group, click on the Change Shape button and then on the desired shape for the selected box.



Using the Change Shape option, you can change the shape of boxes

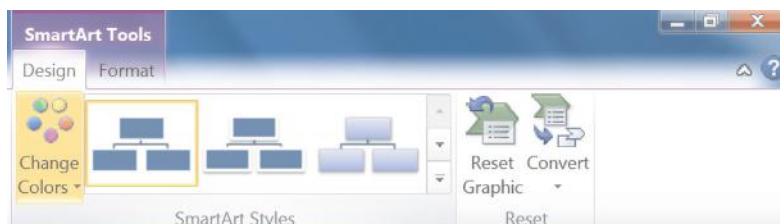
CHANGING COLOURS OF AN ORGANIZATION CHART

To change the colours of the SmartArt graphics on the slides follow these steps:

Step 1 : Click on the SmartArt graphic whose colour you want to change.

Step 2 : Click on the Design tab under the SmartArt Tools. If you do not see the Design tab or SmartArt Tools, make sure that you have selected a SmartArt graphic.

Step 3 : In the SmartArt Styles group, click on Change Colors button.



The Change Colors option for an organization chart

The Color dialog box opens with different colour options.

Step 4 : Click on the colour combination that you want. When you place your pointer over a colour, you can see the preview on your SmartArt graphic.


CHANGING THE BACKGROUND COLOUR OF A BOX

To change the background colour of a box, follow these steps:

Step 1 : Right click on the box and then click on Format Shape in the pop-up menu.

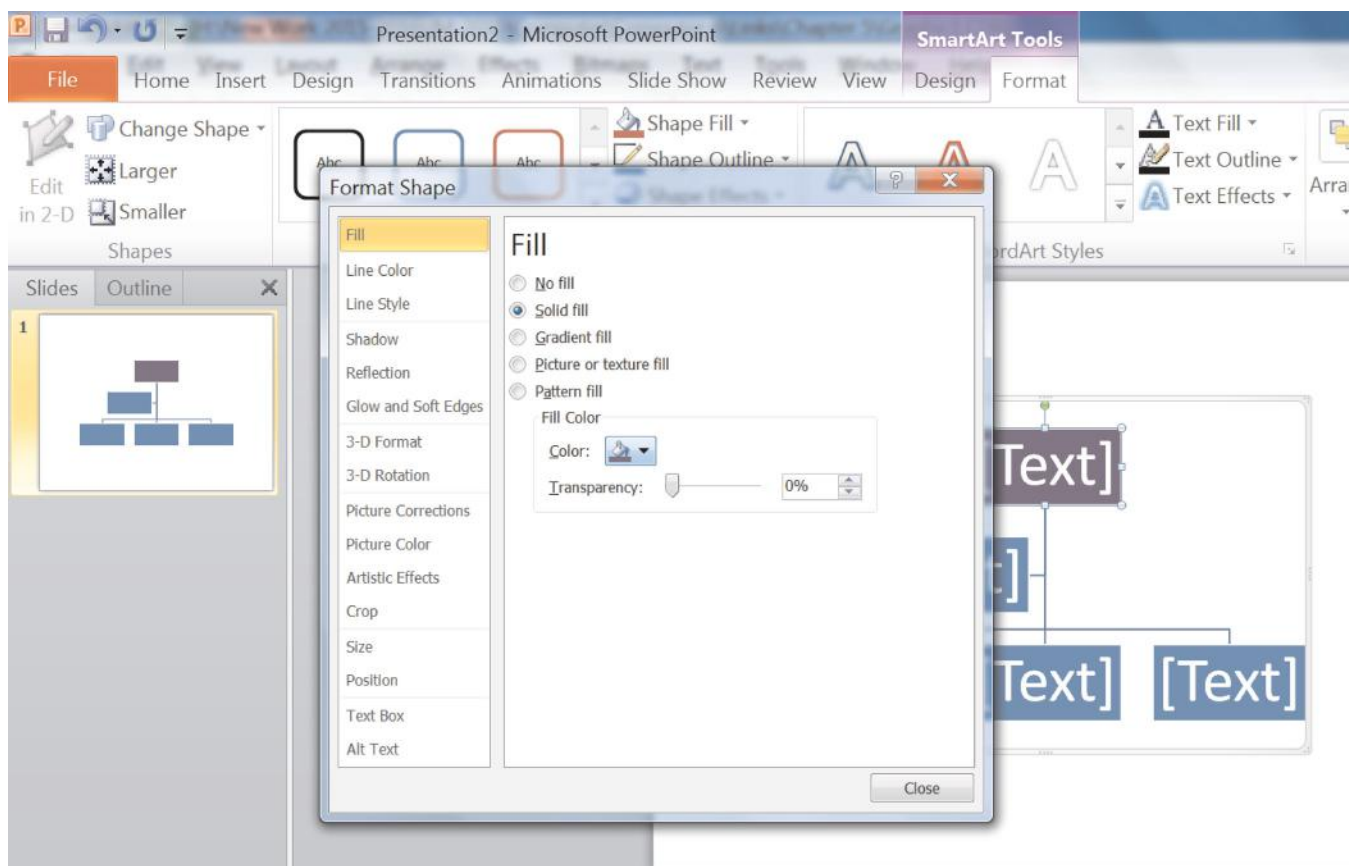
The Format Shape dialog box will appear.

Step 2 : Click on the Fill pane, and then click on Solid fill.

Step 3 : Click on the Color button  and then select the colour that you want.

To specify how much you can see through a background colour, move the Transparency slider, or enter a number in the box next to the slider.

Step 4 : Click on Close.



Changing the background colour of a box

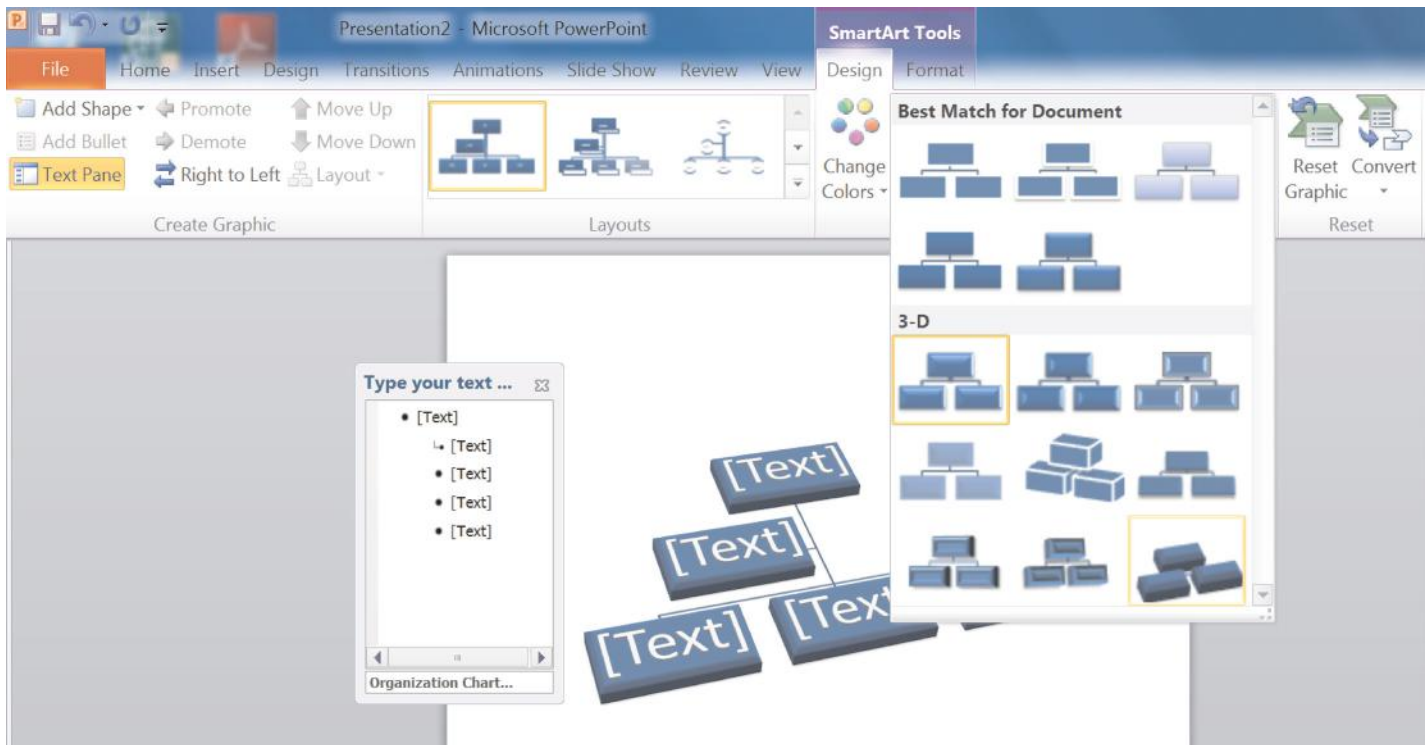
APPLYING A SMARTART STYLE TO AN ORGANIZATION CHART

A SmartArt Style is a combination of various pre-defined effects that you can apply to the boxes in your SmartArt graphic to give it a professional look. To do this, follow these steps:

Step 1 : Click and select the SmartArt graphic to which you want to apply the SmartArt Style.

Step 2 : Click on the Design tab under SmartArt Tools.

Step 3 : In the SmartArt Styles group, click on the SmartArt Style options that you want.



Applying SmartArt styles

Know More

To see more SmartArt Styles, click on the More button.

Points to Remember

- An organization chart is a diagram that shows the structure (or hierarchy) of an organization's management.
- You can create interesting organization charts using the SmartArt graphic tools.
- You may add/delete boxes to/from an organization chart present on a slide in the slide show.
- You can change the colour of boxes and background of organization charts.
- A SmartArt Style is a combination of various pre-defined effects that you can apply to the boxes in your SmartArt graphic to give it a professional look.

EXERCISE



A. Tick (✓) the correct option :

1. The SmartArt tool is available in _____ group of the Insert tab.

(a) Symbols

(b) Text

(c) Illustration

2. A/an _____ is a diagram that show the structure (or hierachy) of an organization's management?

(a) WordArt	<input type="checkbox"/>	(b) ClipArt	<input type="checkbox"/>	(c) Organization Chart	<input type="checkbox"/>
-------------	--------------------------	-------------	--------------------------	------------------------	--------------------------
3. _____ is not present in the illustrations group of the Insert tab.


(a) Shapes	<input type="checkbox"/>	(b) SmartArt	<input type="checkbox"/>	(c) Text Box	<input type="checkbox"/>
------------	--------------------------	--------------	--------------------------	--------------	--------------------------
4. Hierachy, Relationship, Cycle, Process, etc. are _____ of a SmartArt Graphic:

(a) Styles	<input type="checkbox"/>	(b) Layouts	<input type="checkbox"/>	(c) Colours	<input type="checkbox"/>
------------	--------------------------	-------------	--------------------------	-------------	--------------------------

B. Fill in the blanks :

1. A _____ is a combination of various pre-defined effects.
2. _____ is a system in which people or group are ranked one above the other.
3. A _____ organization chart typically illustrates the heirarchical relations between people.
4. To change the colours, click on change colours buttons in the _____ group.
5. SmartArt option is present in _____ group.

C. Match the columns given below :

- | | |
|---|---------------------|
| 1. Tool to represent hierarchy diagrammatically | (a) SmartArt button |
| 2.  | (b) Insert |
| 3. Tab on which SmartArt tool is available | (c) SmartArt tool |

D. Answer the following Questions :

1. Give two examples where an organization chart can effectively explain the hierarchical structure of an organization.
2. Write steps to insert SmartArt Graphic on your slide.
3. Is it possible to add boxes to an existing organizational chart? If yes, write steps to do so.
4. What are organization chart?
5. Mention any two advantages of using SmartArt Tools of PowerPoint.



ACTIVITY

1. Explore and find the structure of the hierarchy of employees working in two different organizations. You may take help of your teacher or parents. Draw their organization chart using PowerPoint.
2. Find and write the functions of the following buttons present on the Recording toolbar used for recording a presentation in PowerPoint.





