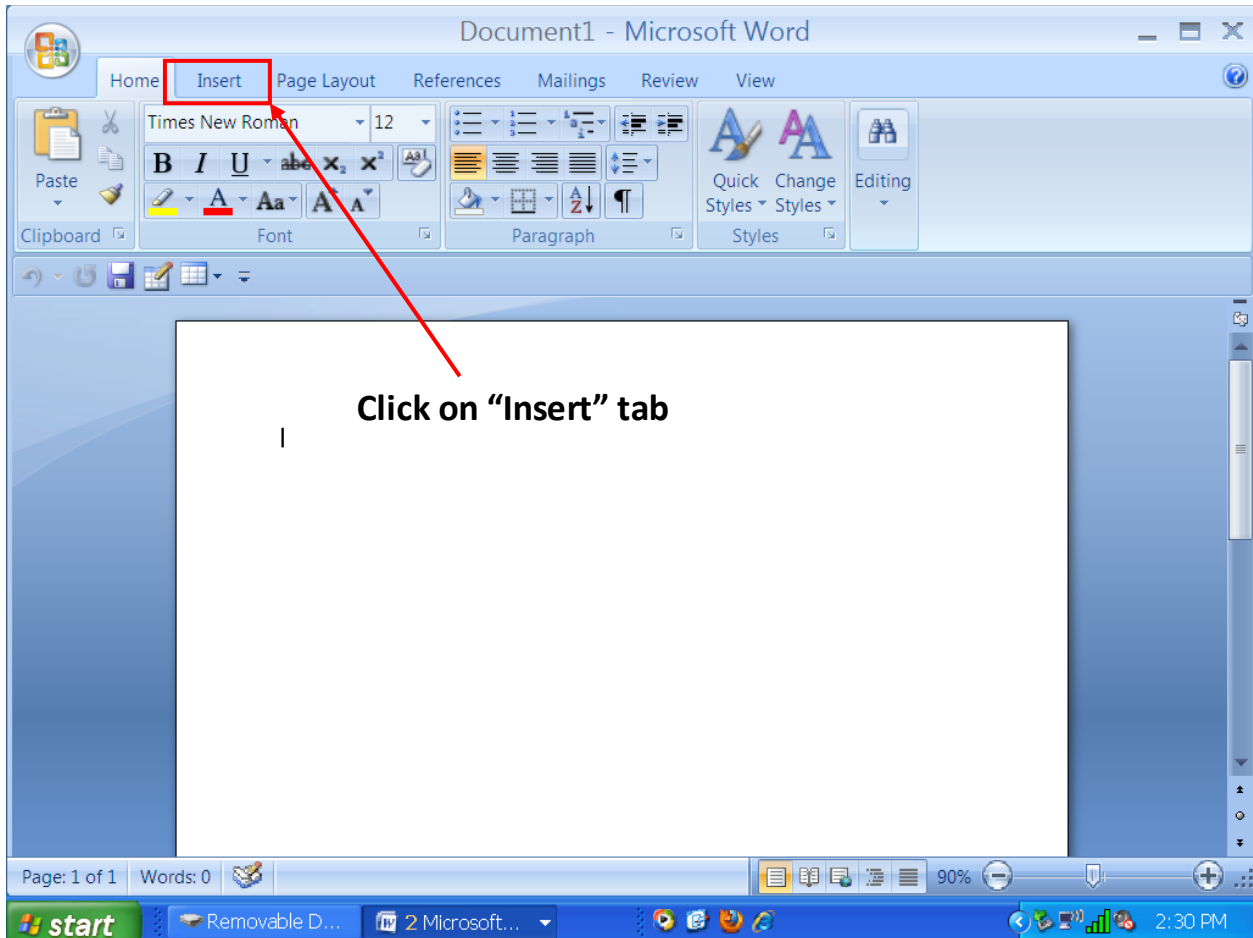
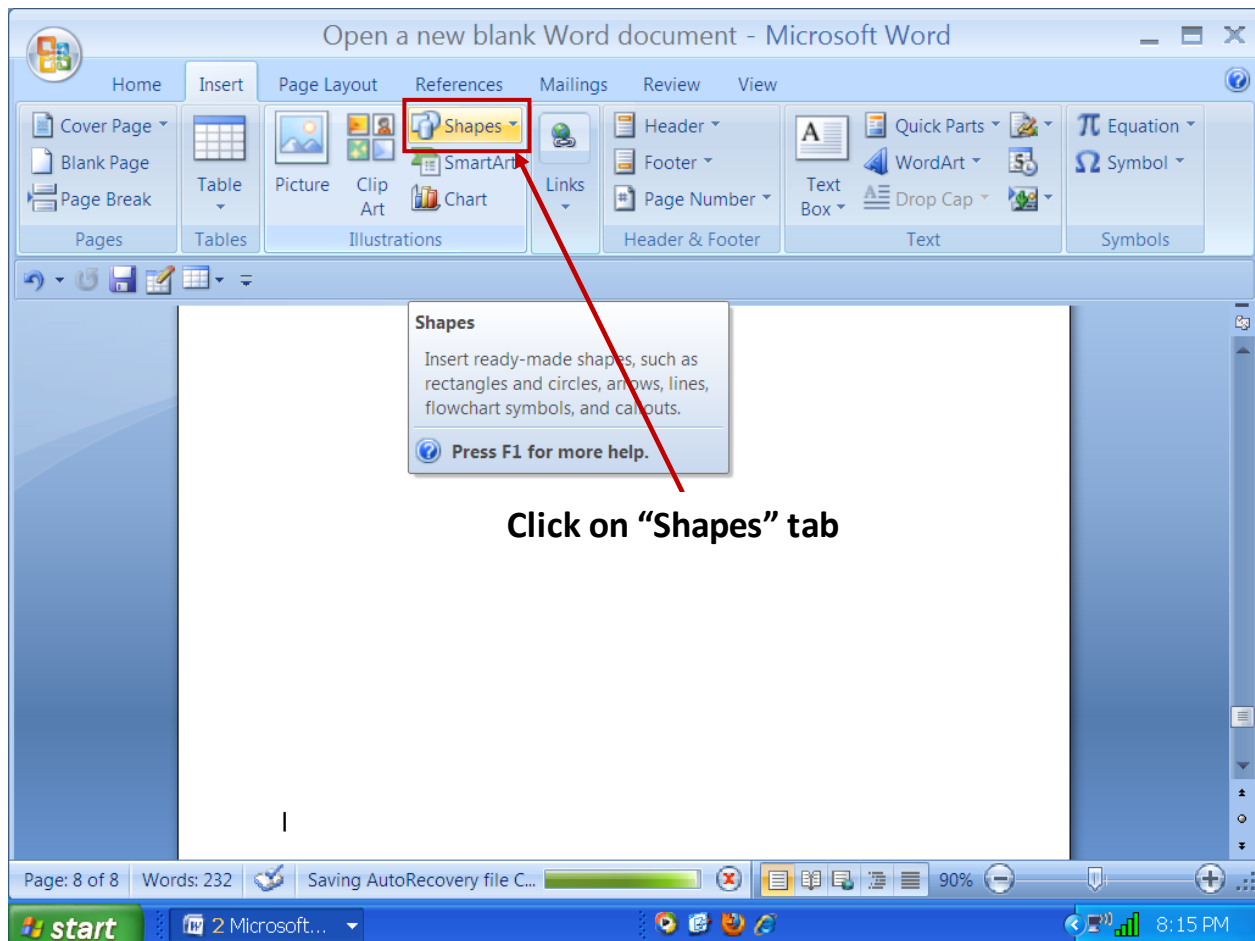


## How to Create a Flow Chart using Microsoft Word 2007

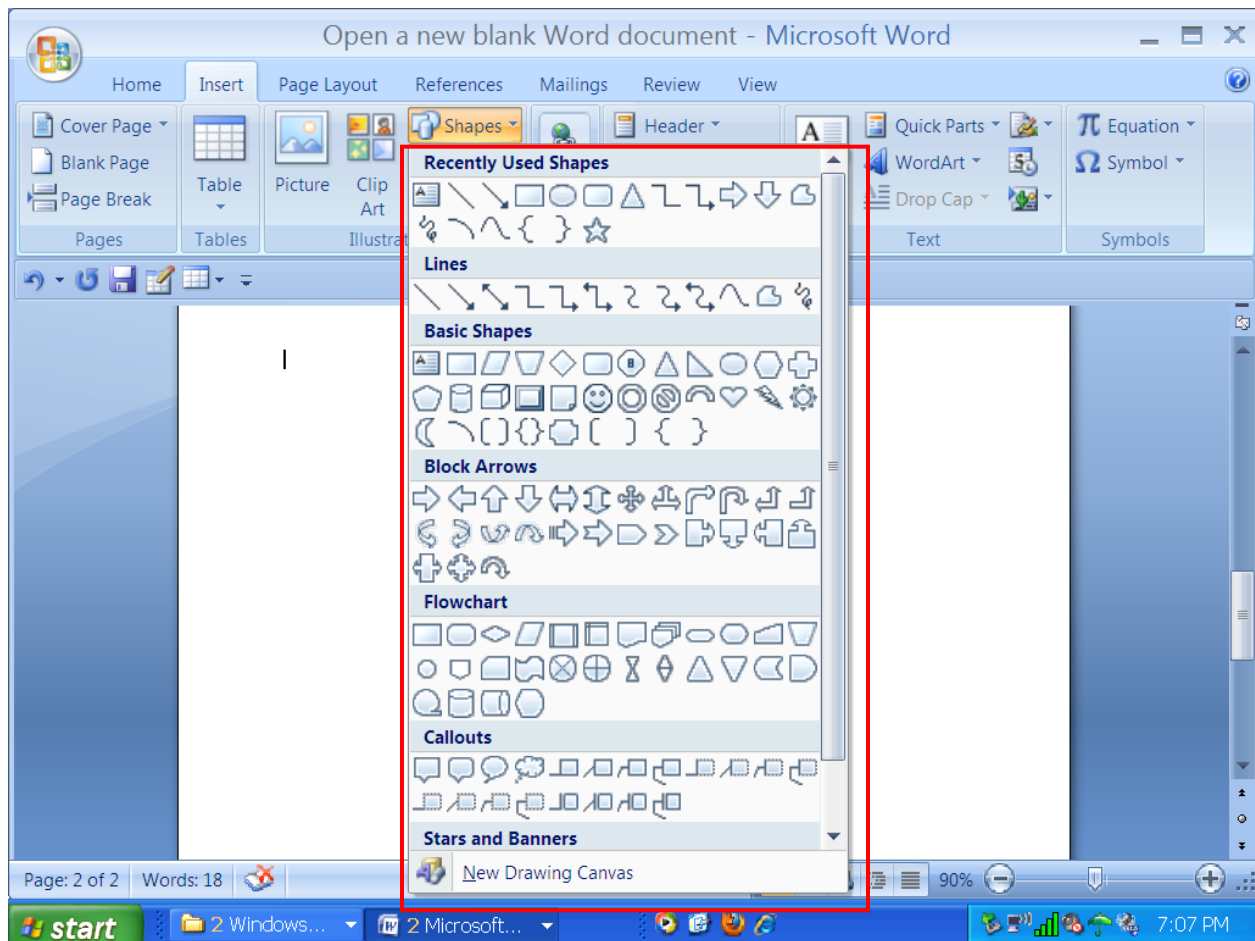
1. Open a new blank Word document. In Word 2007, Go to the "Insert" tab of the ribbon.



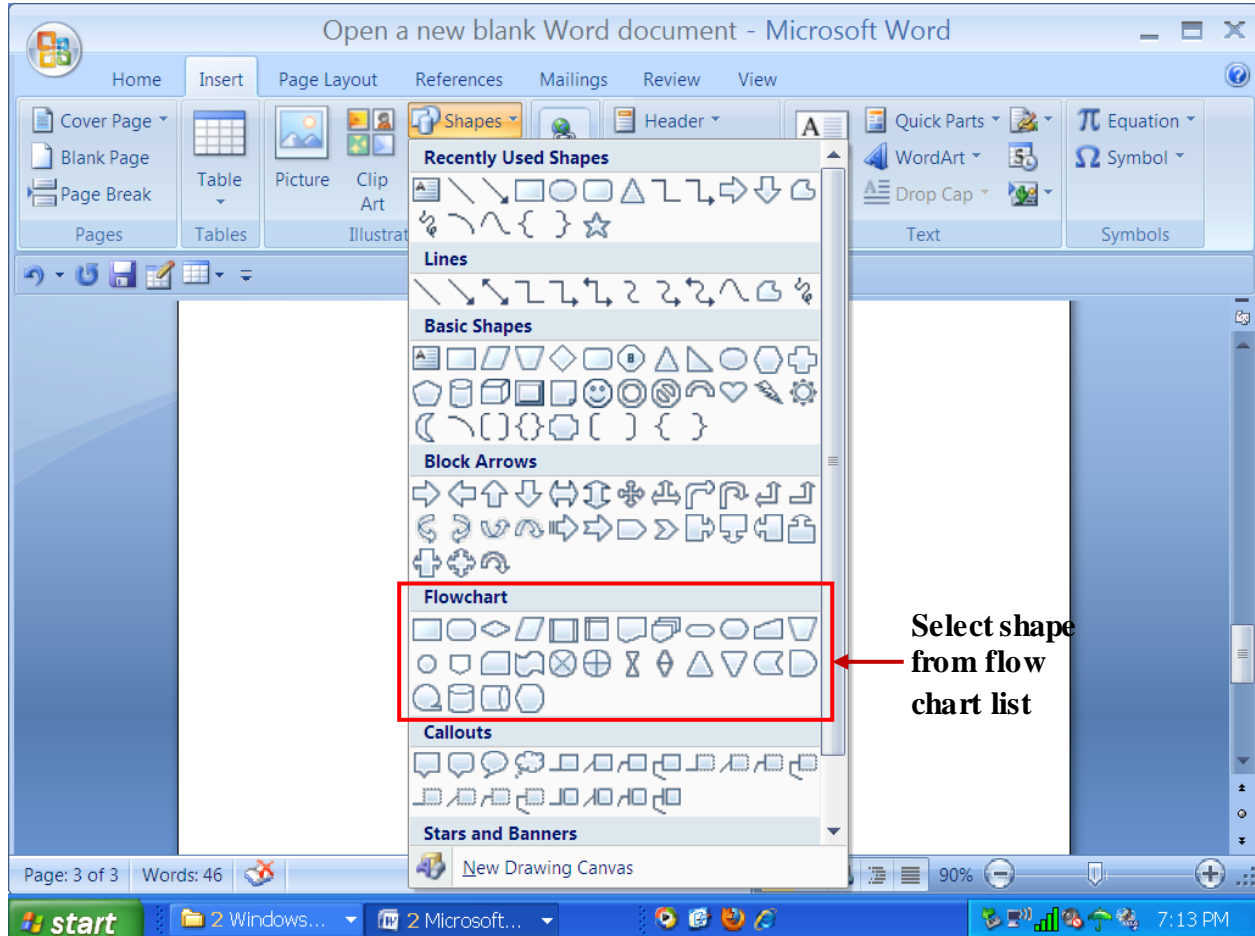
2. Click on 'Shapes' to open up the shape "dropdown gallery".



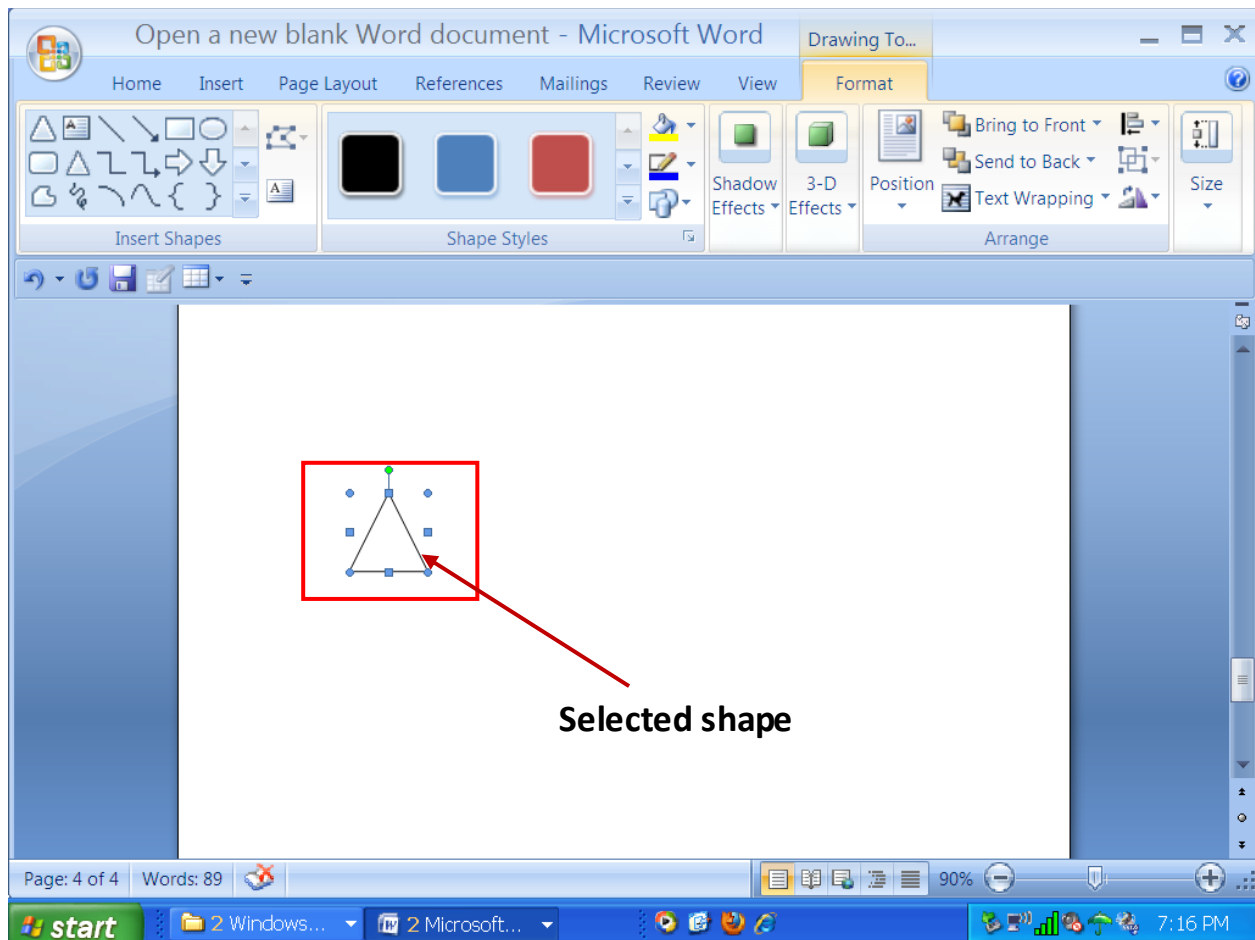
3. Select "Flow Chart" from shapes "Dropdown Gallery".



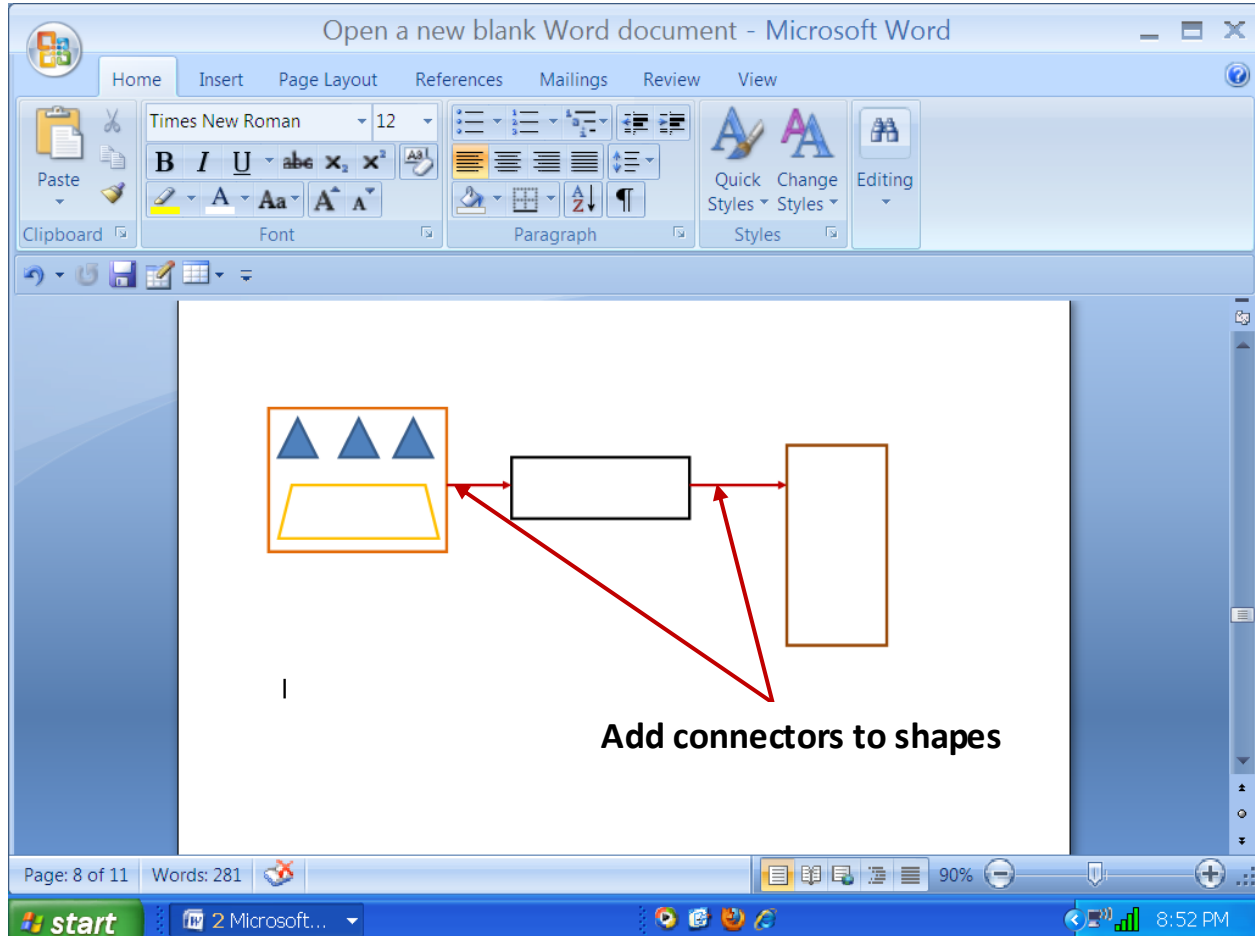
4. Click the shape you want to use in the "Flowchart" section of the "Shapes" dropdown gallery.



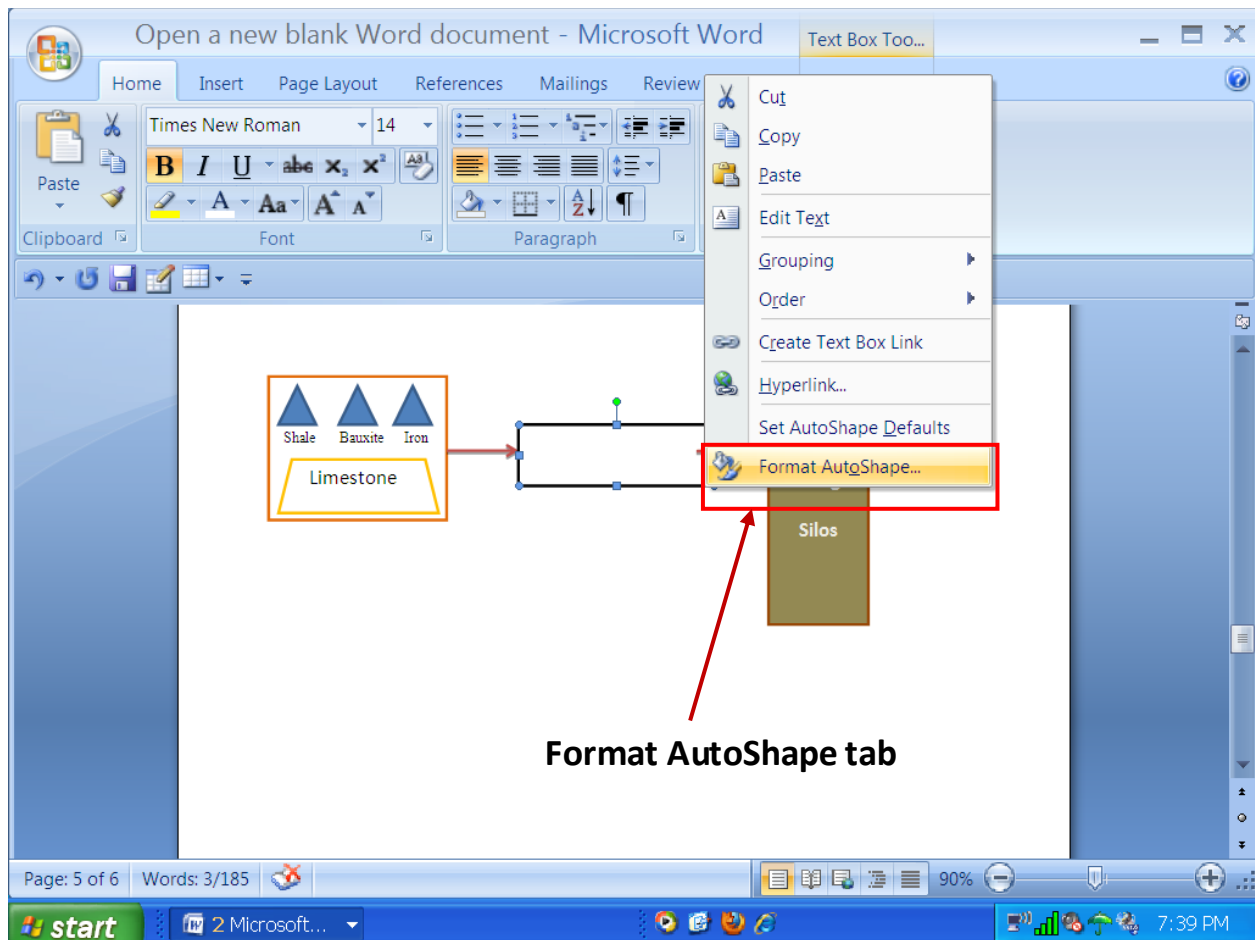
5. Click on the blank page where you want to apply the first shape. Drag the shape into the size you require. Choose and apply more shapes onto the page until you have all of the shapes you need for your flow chart.



6. Add connectors between the shapes to show your flow. Go back to the "Shapes" dropdown in Word 2007. Click on a connector, line or arrow and apply it to the page between the first and second shape. Repeat with the remaining shapes, connecting all of the required shapes to show the process flow. .

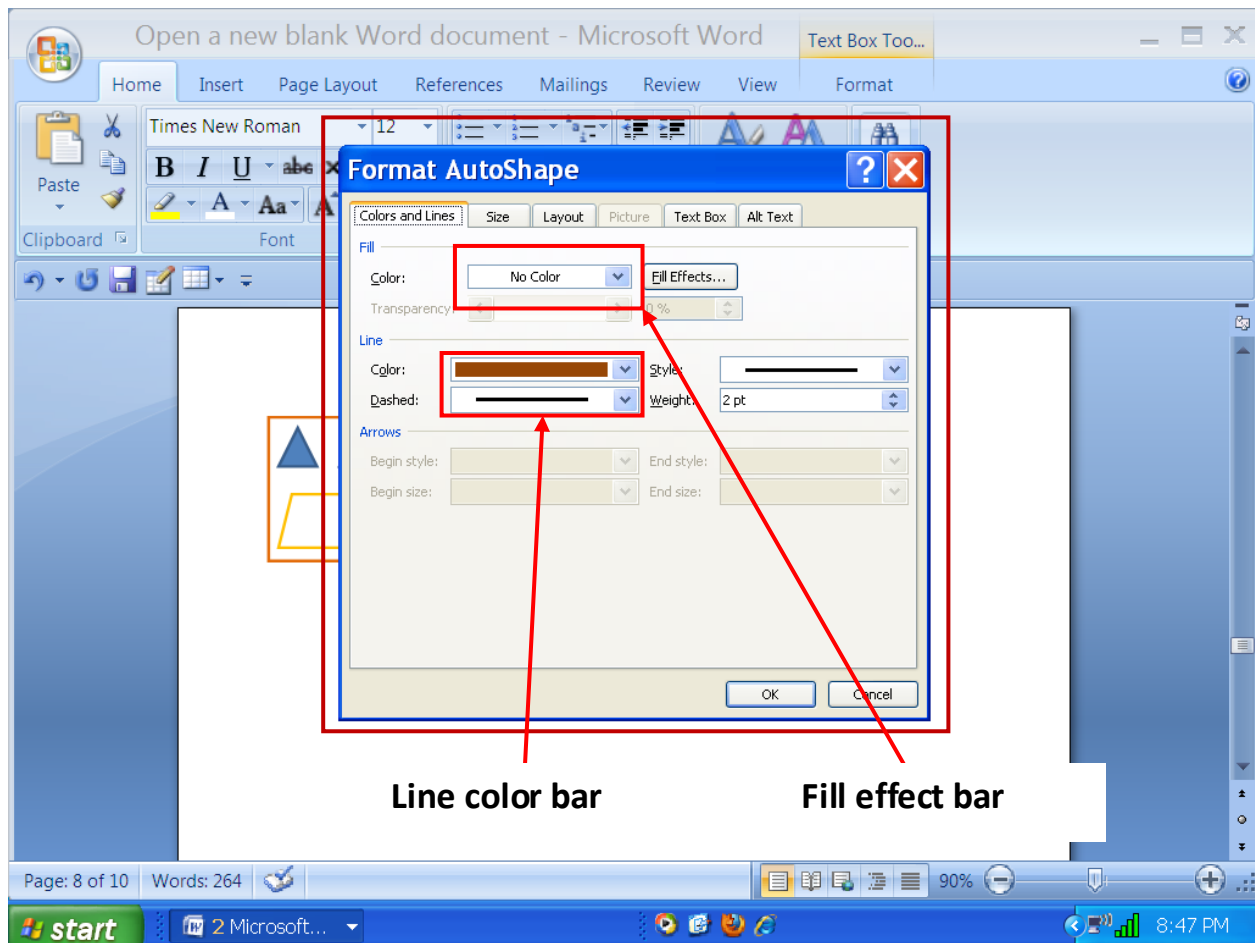


7. Add color to your flow chart shapes. Click on the shape to select it, right-click and choose "Format Shape." Choose the color or fill effect you want to use.

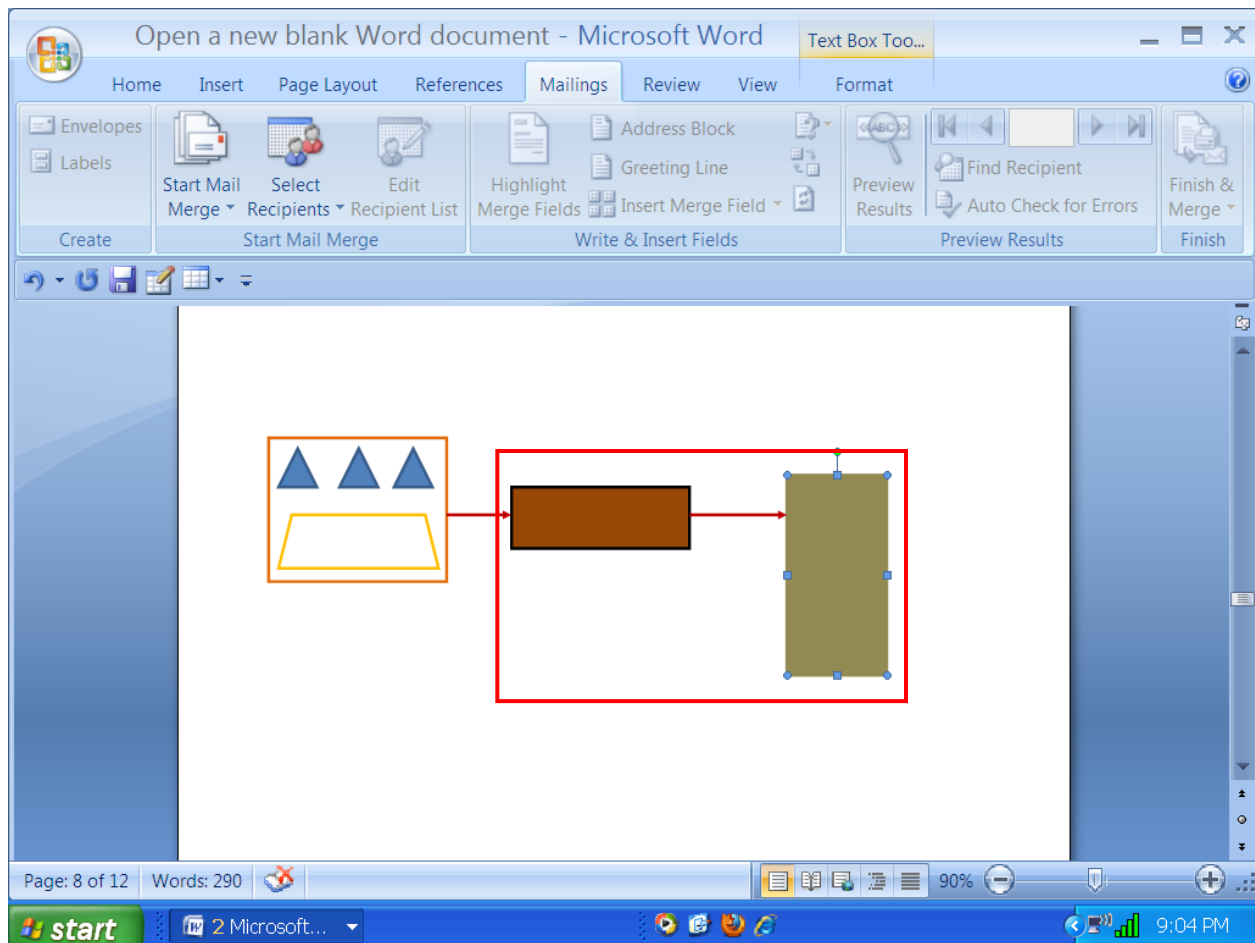


**Format AutoShape tab**

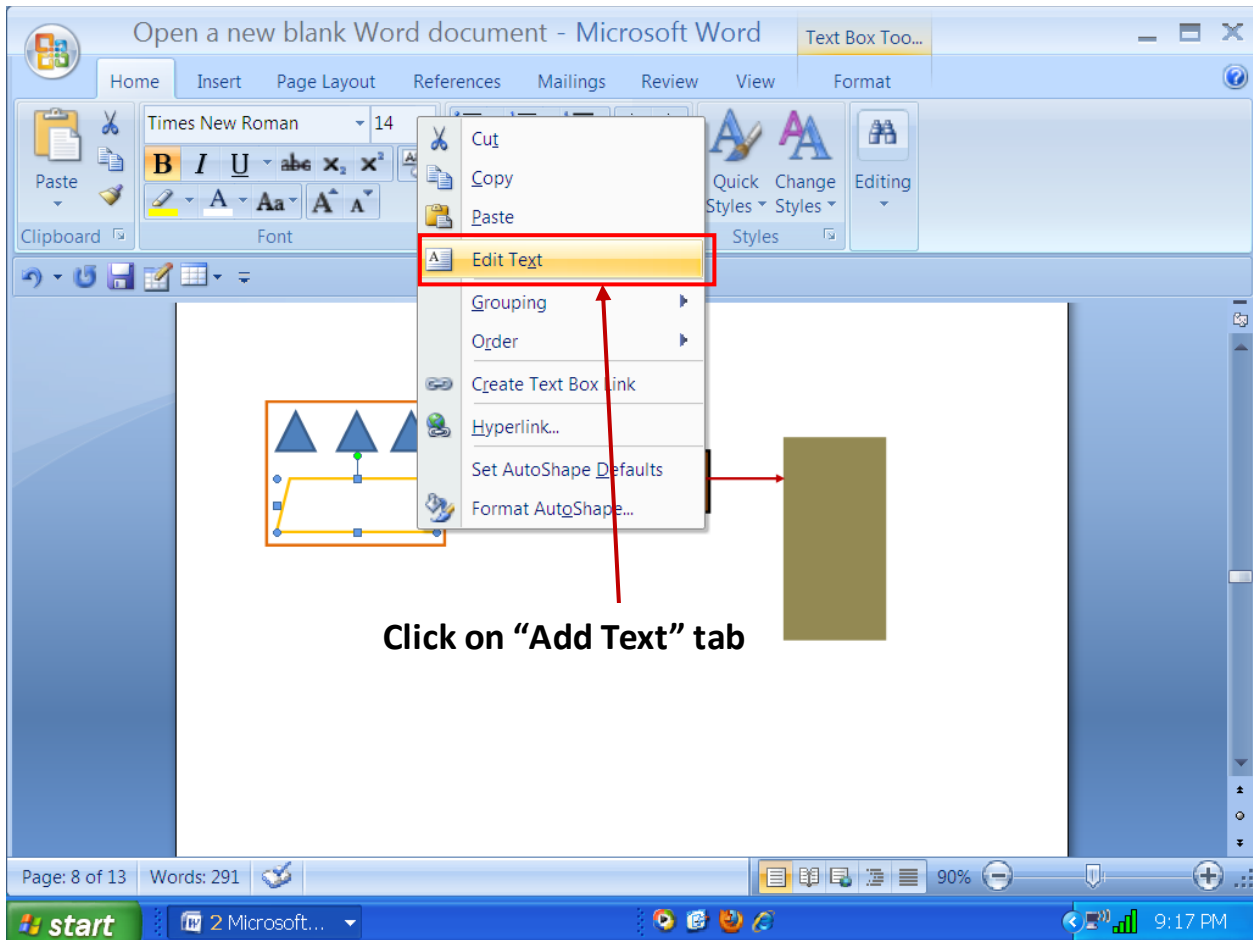
8. Choose the line color or fill effect you want to use from the "Format AutoShape" dropdown window.



## 9. Color added to shapes

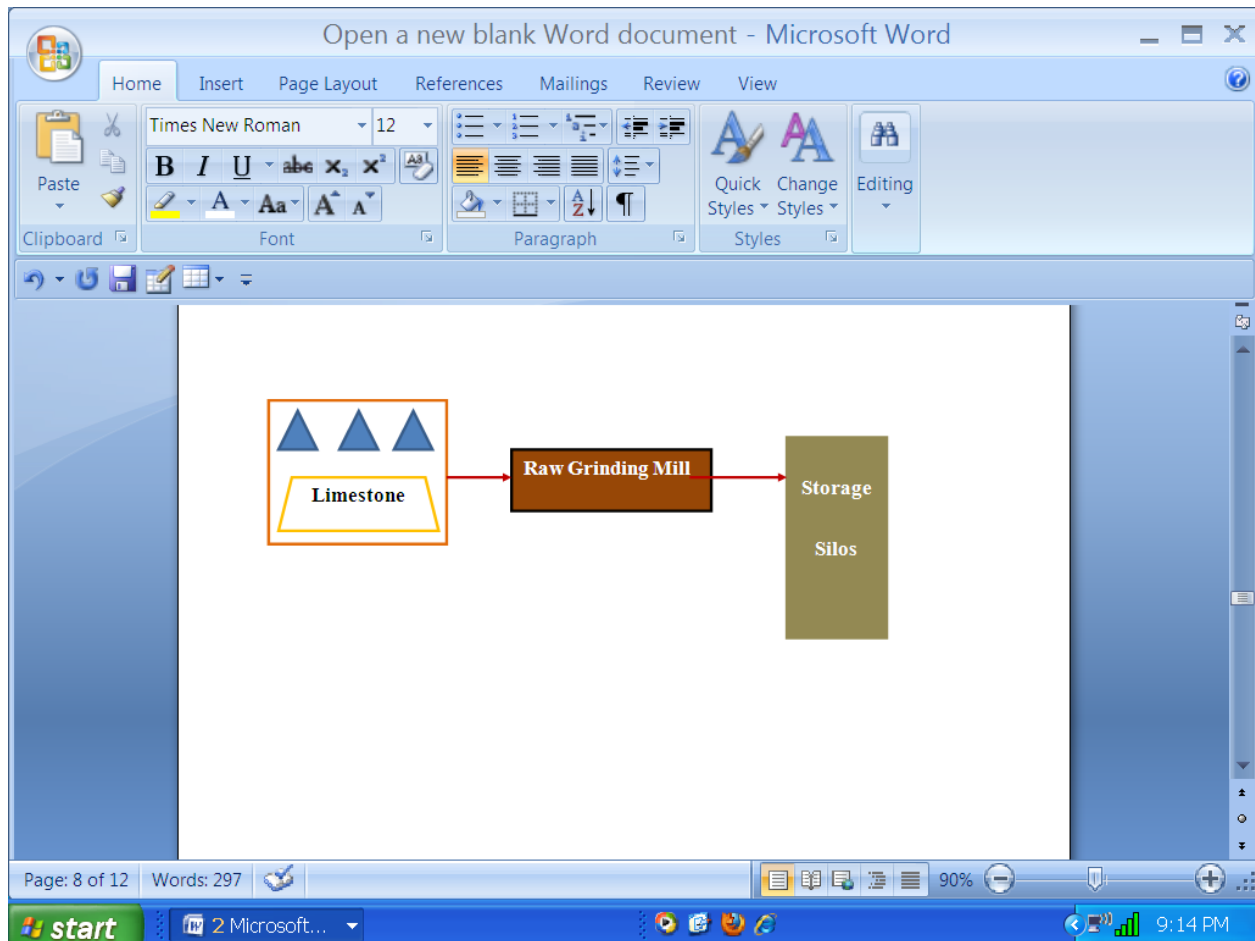


10. To add text, Right click the shape and click on "Add Text."



Click on "Add Text" tab

11. Type the text you want in the shapes.



12. Repeat with the remaining shapes

My completed example flow chart below illustrates cement manufacturing process.

## Flow Chart of Cement Manufacturing process

