

Using Diagrams in Microsoft Word to Create Graphic Organizers

Diagrams are a feature built into Microsoft Word. These simple graphic organizers allow you to build an organizational chart or show cycles or relationships between concepts.

Open Microsoft Word.

Select “Insert” on the menu bar, click on “Diagram.”

1. Click one of the following diagram types:

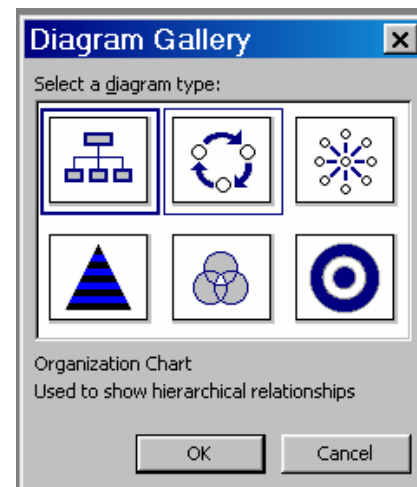
Venn (Venn diagram: A diagram that is used to show areas of overlap between and among elements.)

Cycle (Cycle diagram: A diagram that is used to show a process that has a continuous cycle.)

Pyramid (Pyramid diagram: A diagram that is used to show foundation-based relationships.)

Target (Target diagram: A diagram that is used to show steps toward a goal.)

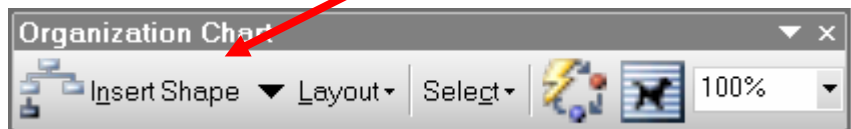
Radial (Radial diagram: A diagram that is used to show relationships of elements to a core element.)



to

2. Click **OK**

3. If you want to add an additional element to the diagram, click **Insert Shape** on the Diagram Organization toolbar.



4. Click on **Layout** on the Diagram Organization toolbar to change the diagram layout. This will depend upon the diagram selected.

5. If you want to add or change a preset design scheme, click **AutoFormat**



on the Diagram toolbar and select one of the options.