Organizational Chart

In PowerPoint 2013, you can create an organizational chart to show the hierarchy of an organization or information.

1. Select the **Insert** tab.

2. Select **SmartArt**.

3. Select **Hierarchy** then select the style.

4. Select **OK**.
5. Use the text pane to fill out the chart.

6. To add sublevels:
   a. Select the shape.
   b. Select the arrow next to **Add Shape**.
   c. Select **Add Shape After**.
7. Use the **Design** tab to change the chart style and color.