

Create a Flow Chart

In PowerPoint 2016, you can create a flow chart to show a process flow in the presentation.

1. Select the **View** tab then **Gridlines** to show gridlines while arranging the graphics.
2. Select the **Insert** tab then **Shapes** to see the Flowchart and Line shapes.
3. In the Flowchart section, hover the pointer over the shape to see the shape's purpose in a flowchart.
4. Select the correct shape and click and drag the crosshairs on the slide to draw the shape.
5. Insert additional shapes as needed using the gridlines to help size and arrange the shapes.
6. Insert lines from the Line shapes to connect the Flowchart shapes.
7. Use text boxes to add text to each of the shapes in the flow chart.

