

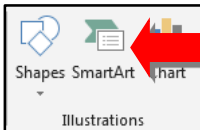
Organizational Chart

In PowerPoint 2016, you can create an organizational chart to show the hierarchy of an organization or information.

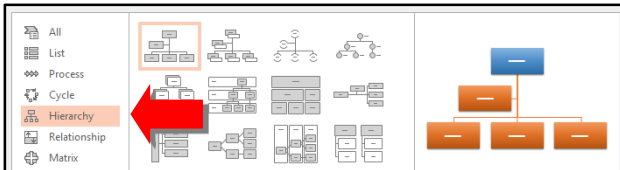
1. Select the **Insert** tab.



2. Select **SmartArt**.



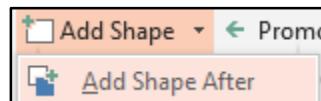
3. Select **Hierarchy** then select the style.



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.

