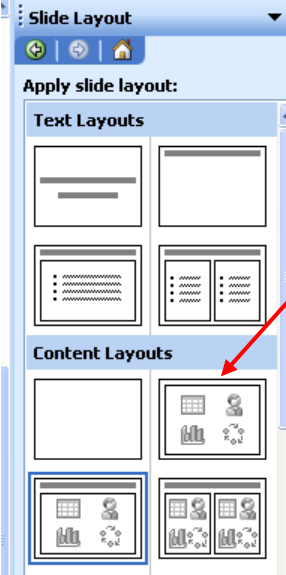


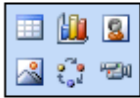
Using MS PowerPoint to Create an Organisational Diagram

In PowerPoint 2003:



1) Insert a New Slide and select this slide from the Content Layouts options in the left hand pane.

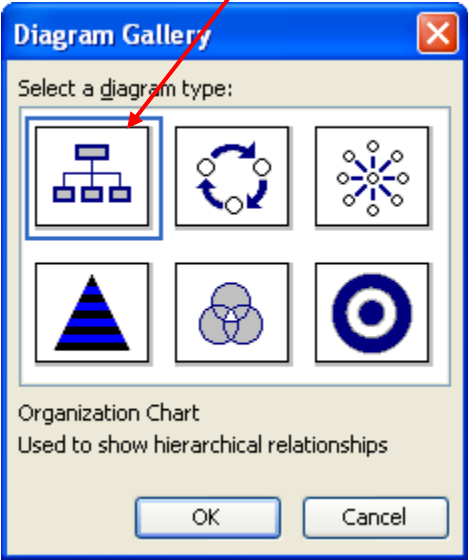
2) Now select the Diagram or Organisational Chart as shown below.



Click icon to add content

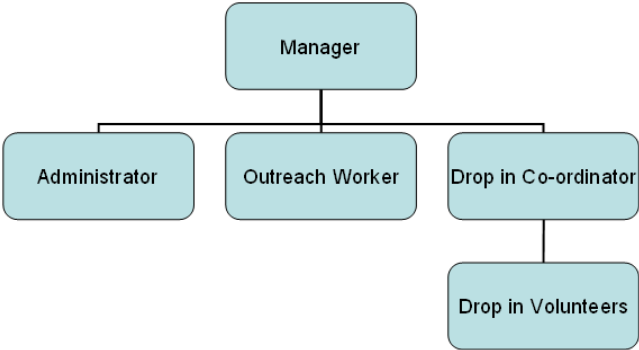
Insert diagram or organisational chart

3) Select the Organisational Chart option



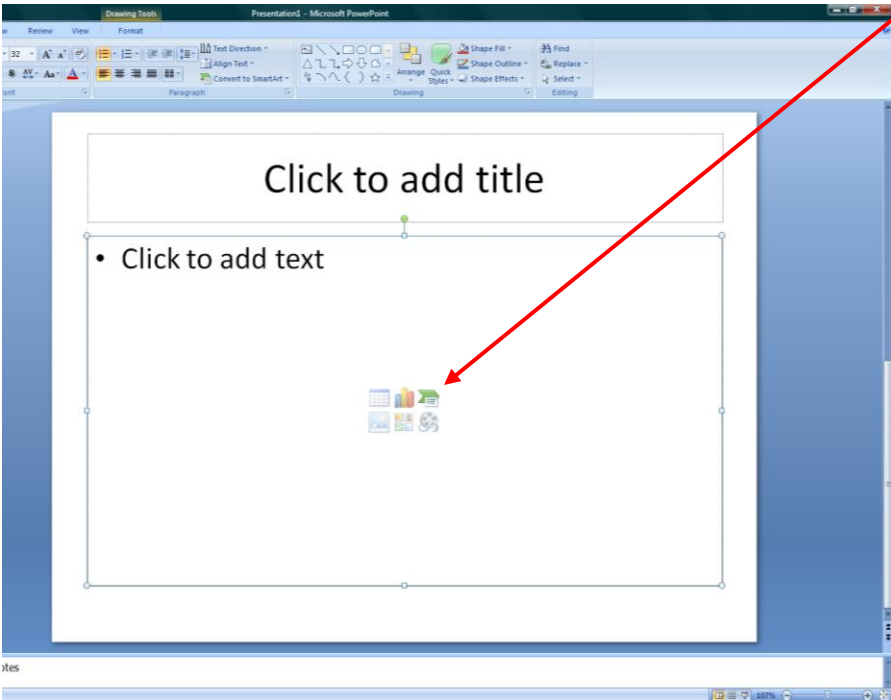
4) Now insert text and additional boxes as appropriate

Organisational Structure

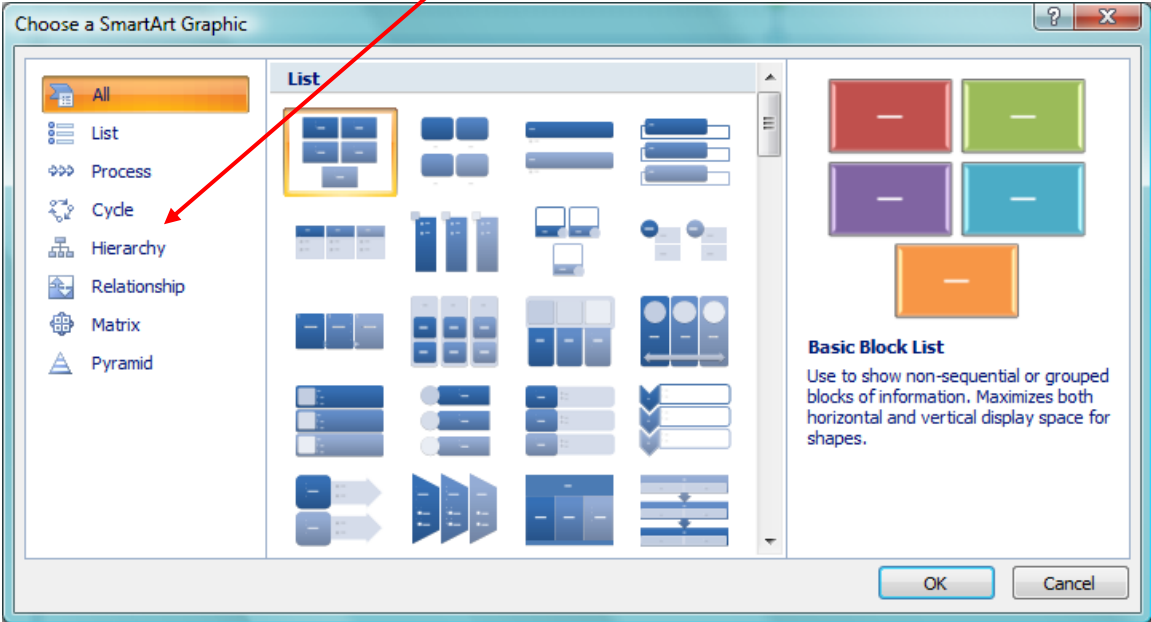


In PowerPoint 2007:

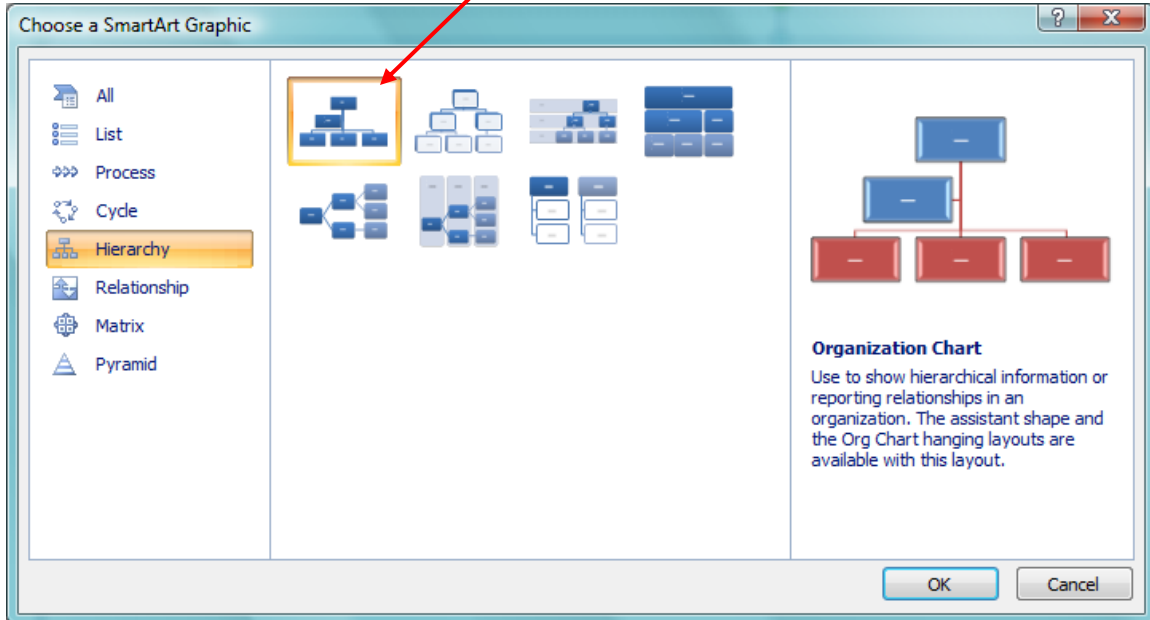
1) Go to Home / New Slide and choose the Insert Smart Graphic option



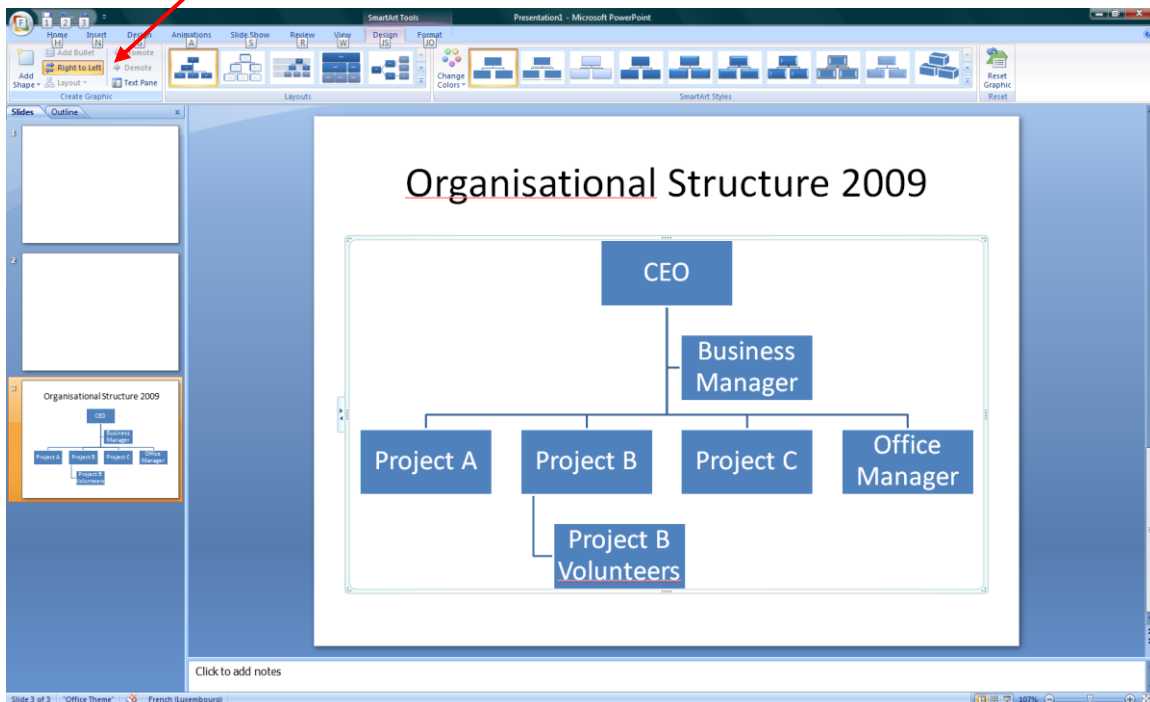
2) Now choose the Hierarchy option



3) Next choose the Organisational Chart option



4) Use the options such as Add Shape and Layout in the Create Graphic toolbar to add additional elements and control the layout to achieve an accurate representation of your organisational structure.



5) Either right click on the chart and Save as Picture which can then be Inserted into other documents, or save the chart as a PowerPoint presentation and then Copy and Paste it into other documents as required.