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This is a brief tutorial on creating an organization chart in Microsoft Word 2007

Go to "Insert" on your menu bar.

Within the "Illustrations" group is the "SmartArt" button. Please click it.

The "diagram gallery" option will appear. Select the Organization Chart" option.

A new Organization Chart will appear.

Now click on the top box. At this time we'll go ahead and add the position and name to this top box.

You will notice that since the chart is selected, there is now an "Organization Chart Tools" tab available along the top.

If you click the tab, you will see many options for building your chart.

Now we'll change the configuration based on who is reporting to who by adding a subordinate to the second row left box.

