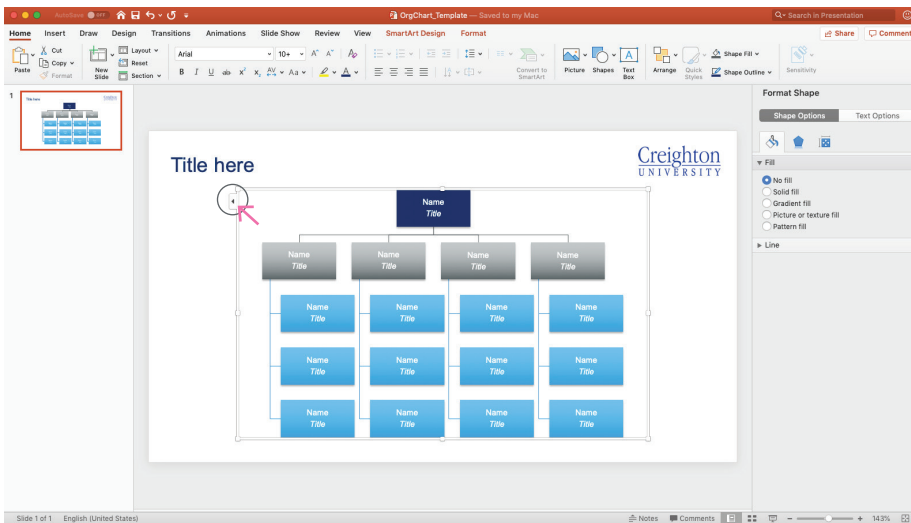
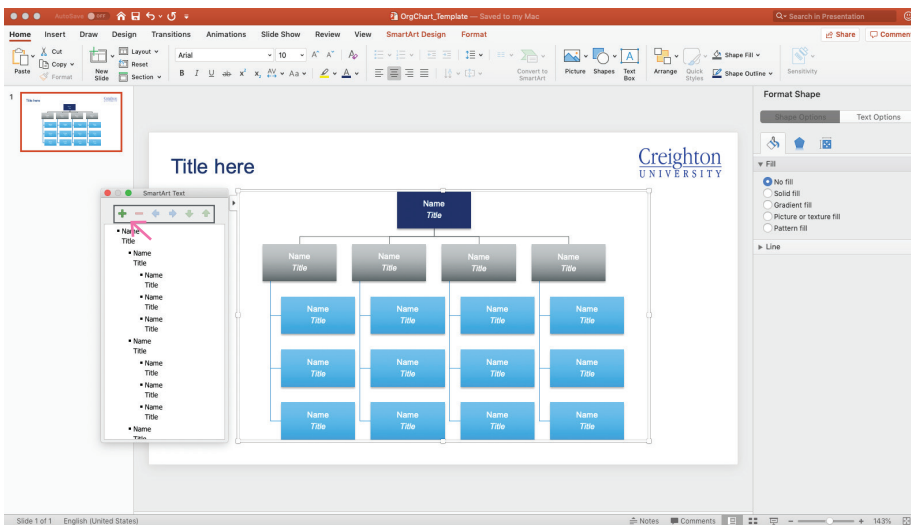


# Creating Org Charts in PowerPoint

1. Open the PowerPoint file “OrgChart\_Template”.
2. Click the arrow to the left of the org chart. (See example below.)



3. Use the “SmartArt Text Box” to modify the number of boxes, colors and text options. The suggested font choice is Arial at 10 point, and putting titles in italics and centering the name and title within the boxes.
- Use the arrows and “+” and “-” to add, move and delete boxes as needed. (See example below.)



4. To change the logo on the slide:
- Go to “View” then “Slide Master”.
  - Click on the slide with only the Creighton logo. (See example.)
  - Right-click on the logo and “Change Picture” to select the logo of your choice.
  - Choose “Close Master” in top ribbon.

