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No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. In this article, you’ll find free, downloadable workflow templates in Microsoft Excel, Word, and PDF formats. Document and streamline each unique business process with a visual flowchart to ensure continuity and efficiency for even the most detail-heavy projects. Download Project Management Workflow Template Excel | Word | PDF Align your project strategies, track project progress, and streamline each step in your project with this free, downloadable template. Use this template to propose new project plans, gain approval from key stakeholders, create actionable steps to complete the project, and deliver the project with ease. This template is available for download in Microsoft Excel, Word, PDF, and Visio formats. Download Construction Workflow Template Excel | Word | PDF For all of your construction projects, use this comprehensive workflow template to document and track each step of a very detail-oriented process. With space to document every step, from construction preparation to foundation laying and maintenance, your construction project will be easy to follow, with clearly enumerated steps. This template is available for free use in Microsoft Excel, Word, PDF, and Visio formats. 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This template outlines the steps involved in creating an architectural idea, gaining approval, gathering appropriate permit documents, and selecting a general contractor. Maintain this structure throughout every architecture-based project with this free workflow template. Download Sales Process Workflow Template Excel | Word | PDF Use this template to establish a consistent plan for sales lead generation and follow-up, ensuring you never miss a potential revenue-earning opportunity. This template includes a process map that indicates marketing campaigns, how to follow up with qualified leads, what information to gather from each lead, and how to turn a lead into a sales opportunity. Download Manufacturing Workflow Template Excel | Word | PDF Document the manufacturing process from start to finish to remain consistent and thorough during every step of the process. Include key details in the manufacturing industry, such as suppliers, raw materials, quality assurance, and packaging, to ensure that each product is manufactured with efficiency and accuracy. Workflow templates are a crucial part of every business, as they help to visualize the working and thinking behind each process that goes into a larger project. Workflow templates showcase a graphic illustration of sequential steps, making understanding, following, and analyzing the steps easier and more effective for the end user. Additionally, workflow templates describe the order in which steps must be completed in a visually satisfying manner, determining specific activities in a structured, easy-to-follow format. You can easily identify and make changes within a process to render even the most common business situations more efficient. Workflow templates communicate how to handle and carry out a process or project, and the visual flowchart or diagram, providing a structured format, helps to make the process even easier to follow. Capture, visualize, and build process requirements unique to each business process and vertical, from project management to healthcare and even construction. Customize your workflow template with columns, headings, metrics, and data that you have to track or include, and document targeted rules for a workflow, including approval, order of approval, and the steps that ensue after an approval. A workflow template can seem cumbersome and unnecessary in a business process, as it outlines and details even the simplest of tasks. However, workflow templates are an extremely helpful resource in identifying key details, including the following: Appropriate team members for each process Areas for improvement or a process that could increase efficiency Data collection or monitoring Approval processes and key stakeholders who provide approval Additionally, workflow templates can make even the most complex, detailed processes more understandable, clear, and concise — this helps to not overwhelm anyone learning or carrying out a detailed process. Workflow templates can also help businesses and their team members do the following: Easily show the flow between steps. Define, analyze, and discuss any part of the process. Standardize a process, and find and identify any gaps in the process. Identify and eliminate any processes that are not adding value to the business. Facilitate communication and teamwork among team members. Keep everyone on the same page about a process and its ensuing processes. Provide a clear understanding of a process, why it’s carried out, and the business value of the process. People tend to veer away from using workflows for a variety of reasons. They may be hesitant to disrupt an already-existing process, want to maintain complete control over a process and try things themselves, or want to construct their own unique process that doesn’t follow a preformatted structure. However, workflow templates help to provide consistency and efficiency for all unique processes, increasing overall control and effectiveness of processes as they are carried out by other team members. Workflow diagrams can help businesses who employ them in several ways — for instance, by creating an efficient approval process, assigning resources and participants to specific parts of the process, postponing or restarting workflow activities with ease, and designing workflow conditions or specifications. In addition to the aforementioned benefits, workflow diagrams offer the following capabilities: Specify the frequency of tasks and the ideal amount of time it should take to complete each task. Include task instructions for each process or an individual step in the process. Initiate the workflow after preceding steps, either automatically or manually. Send documents to key stakeholders for approval after step or process completion, and create one-time reviews for time efficiency. Set approval status and ensure steps are carried out only after approval is granted. Pause or stop the workflow at a specific step, or until a specified date. Set the workflow status and send updates to any involved resources. Update steps directly within the workflow to increase efficiency. As you begin creating your own workflow diagram for your unique business process, consider the purpose for diagramming your workflow, whether to streamline a process or make a process less confusing overall. Make sure you understand the entire process, from start to finish, and identify the basic steps of the process to ensure that those are highlighted and included within the diagram. Document clear start and end points for the process, and, as you progress, draft the steps that occur in between these two points of the process. Look for alternate ways to complete each process, and make sure to note each exception within the diagram. Doing this will give you and your team members the flexibility to customize the workflow as it progresses, as pointing out exceptions will force you to keep only the most efficient steps of each process. Microsoft Word offers a variety of free workflow templates that you can use to design and format your own workflow template. Follow the steps below to achieve the best results: Open Microsoft Word. In the window, select the Lightbulb icon at the top of the page, and search for “Workflows.” Choose the related link that comes up under the “Workflows” search. Select a workflow template that suits your needs, and click OK. Create and fill out the workflow template based on your unique business process by editing or adding workflow steps. Microsoft Excel has preformatted workflow templates within its platform, which you can download and customize for your needs. To access these templates, follow these steps: Open Microsoft Excel. Using the search bar at the top of the Excel workbook, search for “Workflow Templates.” In the Flowcharts Template Workbook, you will find a variety of existing workflow templates. Select the one appropriate for your business needs, and click Create to open the worksheet. Create and fill out the workflow template based on your unique business process by editing or adding workflow steps. Microsoft PowerPoint offers a unique capability called SmartArt that allows users to insert premade flowcharts directly into a PowerPoint slide. To access this feature, follow these sequential steps: Open Microsoft PowerPoint. Select the Insert tab at the top of the screen in the Illustrations Group, and select SmartArt. In the SmartArt Gallery, click the Process tab. Here, you will find a large quantity of flowchart templates. Select the SmartArt process template that suits you, and insert it into the PowerPoint. Edit the template for your process. You can insert both text and pictures within the template to efficiently explain and represent you process as needed. Visio offers every from basic to detailed workflow templates that outline business process with shapes, images, and text. Follow these steps to learn how to build the most effective Visio template for your business: Open Visio and select the Flowchart category, and select Basic Flowchart. For each step in your process, select and drag a new flowchart shape into your template. Connect flowchart shapes by simply holding your mouse over the first shape, selecting the arrow that pops up after a few seconds, and dragging it over to the shape you want to connect it to. Select any shape and click inside of it to add text to it to include additional information not evident from the shapes alone. Continue to add shapes and text to the template until your business process is completely explained via the visual Visio workflow template. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there’s no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo Code of Conduct GeneratorCompany Profile GeneratorCustomer Profile GeneratorJob Description GeneratorMeeting Minutes GeneratorOut of Office Message GeneratorPower of Attorney GeneratorProduct Requirements Document GeneratorRelease of Liability Generator May 13, 2025 A flow chart is a powerful visual tool used to illustrate processes, workflows, or systems in a clear and logical manner. By breaking down complex tasks into simpler, step-by-step representations, flow charts enhance understanding and streamline communication across diverse teams or audiences. These diagrams are widely utilized in business, education, engineering, and project management to improve efficiency and clarity. Whether you’re mapping out a decision-making process, troubleshooting a problem, or planning a project, Lucidchart templates provide a versatile and professional way to create visually appealing flow charts that save time and improve the presentation of your ideas. Flow Chart Format 1. Title Clearly state the purpose or process being represented. 2. Start/End Symbol Oval shapes signify the beginning and end of the process. 3. Process Steps Rectangles represent individual steps or actions in the process. 4. Decision Points Diamonds indicate decision-making steps where multiple outcomes are possible. 5. Arrows Connectors show the flow or direction between steps, ensuring logical progression. 6. Annotations (Optional) Additional notes or comments can be included for clarity. 40+ Flow Chart Templates Word Flowchart Template Free Download Google Docs MS Word Pages Editable PDF Size: A4, US Download Now Flow Chart Template Google Docs MS Word Pages Size: A4, US Download Now Flow Chart Template Word Google Docs MS Word Pages Size: A4, US Download Now Workflow Template Word Google Docs MS Word Pages Size: A4, US Download Now Microsoft Office Flowchart Template Google Docs MS Word Pages Size: A4, US Download Now Flowchart PDF Download Google Docs MS Word Pages Editable PDF Size: A4, US Download Now Download Flowchart Template MS Excel MS Word Numbers Pages Editable PDF Size: A4, US Download Now Flowchart Format In Word Google Docs MS Word Pages Editable PDF Size: A4, US Download Now Simple Flow Chart Template Word Google Docs, MS Word, Pages, Editable PDF Size: A4, US Download Now Flowchart PDF MS Word Google Docs Apple Pages PDF Download Now Editable Flowchart Template MS Word Google Docs Apple Pages PDF Download Now Download Flow Chart The web development flow chart sample shows how web templates work to create both static webpages in advance and dynamic webpages on demand. It shows how different tools work together to create a customized webpage for different users. You can also see more on Office Flow Charts. Flowchart Template Free The Website Flowchart Template sample is one of the best for designing websites. The flow chart provides ample insight into the working as well as the design of a design website. It is a great tool for website flowcharts. Fillable Flow Chart The Retro style flowchart samples is a simple flowchart that has adopted a retro style. It is a hand-drawn illustration with space provided for text. The turquoise background isolates the flowchart giving a retro look to it. Blank Flow Chart Template The lead gen flow chart sample shows how a lead is generated for a particular product or service of the business flyer. It can be used to show lead generation by advertising, non-paid sources like organic search engine results, or referrals. You may also see Business Flow Chart Templates. Downloadable Flow Chart The wireframe flowchart kit is an easy-to-use kit for adobe illustrator. It creates various customizable flowchart elements and it also includes some mobile wireframe elements to work with. You may also see Audit Flow Chart Templates. Professional Flowchart Template Creative Flowchart Template Free Sample Smart Home Food Flow Chart Template Free Easy Web Flow Chart Template Free App Flow Chart for Film Ticket Booking Free Organizational Chart EPS Format Template Free Teller Data Flowchart Sample Template Size: 119.3 KB Download Now If you have showcase teller data on a flowchart, download this example and do the needful quickly and easily. The sample, as you can see, has already included the necessary elements to make the modern charts have a complete look. Download and customize further if you need to. You may also check out here Flow Chart in Pages. Free Sample Flow Chart of Harry Potter Church Download Now In class, if your teacher has assigned you to explain the Harry Potter series on a flowchart, this is the sample you must download. You wouldn’t need to make any edits or changes as such, the flowchart is readymade and contains all the necessary information in the way it should. Still, if there is a need for you to tweak it a bit, you can. You may also see Project Flowchart Templates. Free Basic Flow Chart Template in PowerPoint Size: 5.8 KB Download Now Free Decision Tree Flow Chart Template Size: 20.3 KB Download Now Free Sample of Process Flow Chart Free Template Size: 38.5 KB Download Now This is yet another process-based flowchart examples. Conveniently explain any process–from beginning till the end–using this standard template. You can insert relevant information in the boxes provided – add or subtract shapes, symbols, and arrows based on the requirement. Flowchart Template Excel Size: 16.1 KB Download Now A flowchart must be easy to follow. Take a look at this flowchart sample. It has got a simple design and layout. Even if you’re a beginner and you’re dealing with flowcharts for the first-timer, with this general template, it won’t be long before you get the grasp of how it is made. You may also see Sales Flow Chart Templates. Free Easy Flow Chart PDF Template Size: 64 KB Download Now Free Sample Flow Chart Template Size: 8.8 KB Download Now If you’re looking for more options for the simpler kind of flowcharts, this mockup simple chart belongs to the category. Explain any process as easily as possible using this flowchart sample. It is free, downloadable, customizable, and fully editable. In terms of looks, it is an elegant-looking example. You may also see Training Flowchart Templates. Free Swim Lane Flow Chart Template Size: 144.3 KB Download Now If you have to design and develop a swim lane flowchart, don’t sweat it. Download this example instead and invest time in inserting the necessary information in the boxes given. This is a free template, however, if you need to incorporate it in a PowerPoint presentation, you can do that too. Free Step By Step Procedure Flow Chart Excel Format Size: 21.2 KB Download Now Free New Repair Service Swim Lane Flow Chart Size: 129.2 KB Download Now Free Sample Quality Control Flow Chart Example Size: 51.9 KB Download Now lincolnshire.gov.uk Size: 11.3 KB Download Now Manufacturing Process Flow Chart Template eduplace.com Size: 8 KB Download Now Free Process Flow Diagram Chart Template prisma-statement.org Size: 300.7 KB Download Now Free School Work Flow Chart Template functionalresonance.com Size: 2.9 MB Download Now Free Example of Business Planning Flow Chart liv.asn.au Size: 77.1 KB Download Now Free Simple Project Process Flow Chart Template propelpmc.com Size: 135.6 KB Download Now Free Flow Chart Symbols Template breezetree.com Size: 48.3 KB Download Now Flow Chart Template Best Way to Make a Flowchart in Word Flowcharts are one of the best tools to explain a process in a systematic yet easy-to-understand manner. There are several ways to design a flowchart like using Communication Flow Chart Templates. However, some people prefer using MS Word. Here is how you can design a flowchart in MS Word. Maximize the page and collapse the ribbons using CTRL+F1 so that you can only see the menu tabs. Select View and click on the option Grid-lines. This will display grids on the page, thus making it easier for you to align the flowchart. Next click on Insert and select shapes. Here you will find specific shapes that are used for flowcharts. Go ahead and select the first shape which will be oblong for “Start”. Select the shape and your cursor will transform to a plus sign. With the left mouse button pressed, drag the mouse to get the desired shape in the required size. Now click inside the shape and add the label. You can add arrows for the flowchart using the Lines option under Shapes. Go on inserting the desired shapes and arrows to design a perfect flowchart. Types of Flowcharts Flowcharts come in various forms, each tailored to specific needs and applications. Here are the key types of flowcharts: 1. Process Flowchart This is the most common type of flowchart used to map out processes, illustrating steps and decision points for improved understanding and efficiency. 2. Data Flowchart Used in system design and analysis, this flowchart visually represents the flow of data within a system, helping to identify inputs, outputs, and storage points. 3. Workflow Flowchart Ideal for project management and team collaboration, this flowchart maps workflows, highlighting roles, responsibilities, and the sequence of tasks. 4. Swimlane Flowchart This type organizes processes into lanes representing different departments or individuals, clarifying roles and improving accountability. 5. Decision Flowchart Focused on decision-making processes, this type illustrates different outcomes based on specific choices or conditions. 6. System Flowchart Common in software engineering, it maps out the interactions between system components, helping to understand system architecture and workflows. How to Make a Flowchart in Excel? Using Software Flowchart Templates is a great way to simplify the process of flowchart creation. However, you can also use MS Excel to design flowcharts. Here is how to design a flow Chart in Excel. Open a blank workbook. You need to first design a grid that will help you align the flowchart properly. Select all the cells by clicking on the top left-hand side of the sheet. Now, right-click on any column and specify a column width. This will transform the sheet into uniform grids for the flowchart canvas. Next, click on the Insert tab and select the option SmartArt or Shapes, whatever you prefer. Select the object and then draw it on the sample sheet. You can also add arrows for the flowchart using these. Continue doing this till you have completed the flowchart. You can label each shape by clicking inside it. Designing flowcharts is a great way to define a particular processor to explain the workflow chart to the team and the higher officials. However, people who have to do this day in and day out can surely save a lot of time by using Sports Flowchart Templates. These can be customized as per their needs and would help them save a lot of time. You can also see more on Management Flow Charts. How to Create a Flowchart Creating a flowchart involves following a series of structured steps to ensure clarity and effectiveness. Below is a step-by-step guide to help you create a flowchart: 1. Identify the Purpose Determine the specific process or workflow you want to visualize. Clearly define the start and end points to maintain focus and structure. 2. Gather Information Collect all necessary details about the process, including the sequence of tasks, decision points, and participants involved. 3. Choose a Tool Select a tool for creating your flowchart. You can use software like Microsoft PowerPoint, Visio, Lucidchart, or online platforms that provide user-friendly templates. 4. Use Standard Flowchart Symbols Incorporate standard flowchart symbols such as: Ovals for start and end points Rectangles for process steps Diamonds for decision points Arrows to show the flow of steps 5. Arrange Steps Sequentially Organize the steps logically from start to finish, ensuring each task or decision is clearly represented and connected. 6. Add Annotations (Optional) Include brief notes or comments if additional context is needed for specific steps. 7. Review and Test Examine the flowchart to ensure it accurately represents the process. Test it with others for feedback and clarity. 8. Finalize and Share Polish the flowchart by checking for consistency in design and formatting. Share it with the intended audience or team for implementation. Tips to Remember When Creating a Flowchart 1. Keep It Simple Focus on the key steps and avoid overloading the flowchart with unnecessary details to maintain clarity. 2. Use Consistent Symbols Stick to standard flowchart symbols throughout to ensure the diagram is easy to understand. 3. Maintain Logical Flow Arrange steps sequentially and use arrows to clearly indicate the direction of the process. 4. Limit Crossovers Minimize intersecting lines and connectors to keep the flowchart visually clean and organized. 5. Add Descriptive Labels Label all steps and decision points clearly to provide enough context for understanding at a glance. FAQs Yes, Microsoft Word provides built-in tools to create flowcharts. You can use the “Shapes” option under the “Insert” tab to add flowchart symbols and connectors. Yes, Excel offers flowchart templates and tools to create customized flowcharts. You can use pre-designed templates or create one using shapes and connectors under the “Insert” tab. Oval – Represents start or end points. Rectangle – Denotes a process or action step. Diamond – Indicates a decision point. Arrow – Shows the flow or direction. Parallelogram – Represents input or output. Circle – Used as a connector to link parts of the flowchart. Hexagon – Represents preparation or initialization. WORKFLOW Workflow Automation Unlock creativity, enhance efficiency, and foster innovation with Idea Management Software. Streamline idea vetting, procedure development, and feedback processes for employees, customers, and partners. Stay competitive and relevant by implementing a platform that cultivates a culture of innovation. Boost organizational innovation effortlessly with Integrify's Idea Management App. Managers, system analysts, programmers, and engineers adopted flowcharts as a mean of communication for describing: Document workflows Data flows System operation flows Algorithms No wonder that building blocks and rules of flow charts were standardized by the American National Standards Institute (ANSI) and International Organization for Standards (ISO) more than 50 years ago. The current standard defines the drawing direction from top to bottom and left to right and specific symbols for different types of entities, actions, etc. E.g.: Rectangle with round corners marks for starting and terminating states Box with straight corners represents the process stages Parallelogram illustrates data input/output Diamond marks conditional branching Arrow shows the process flow You can find all these shapes and other useful visual elements in the Shapes dropdown list on the Insert tab of Microsoft Word. The flowchart above is "cross-functional" and defines the responsibility zones of different business units. To create a diagram like the one above, follow the next steps (we recommend to check the tip how to easily organize shapes in Word, which demonstrates easy tricks to simplify the drawing routine): Add the drawing canvas The drawing canvas is an essential element for the flow chart that you need to add before adding the flow shapes because of flowchart connectors. You can add flowcharts connectors only between the shapes within the drawing canvas: 1. On the Insert tab, in the Illustrations group, click Shapes: 2. On the Shapes list, in the bottom, choose New Drawing Canvas: Word adds the new drawing canvas to your flow chart: Draw the flowchart blocks 3. On the Shapes list, in the Flowchart group, select the block you want to add: 4. To add text to the selected shape, just double-click in it and enter the text. Connect the flowchart blocks by connectors 5. To connect shapes, do the following: On the Insert tab, in the Illustrations group, click in the Shapes list and then select one of the connectors in the Lines group: Select the beginning point on the border of the first shape (source) and the ending point on the edge of the second shape (target): For more customizations of shapes and connectors, see how to change format of diagram shapes in Word and how to change flowchart shapes or how to change connector type for flowchart. Top-to-down flowcharts are perfect for the Portrait page orientation in Microsoft word. For the Landscape page orientation or the PowerPoint presentation, the preferred layout is left-to-right. Sometimes left-to-right flow diagrams with delimited borders of organization unit activities are called Swimlane diagrams or Swimlane flowcharts. See also this tip in French: Comment créer un organigramme des opérations dans Word. Today, 30% of our visitors use Ad-Block to block ads.We understand your pain with ads, but without ads, we won't be able to provide you with free content soon. If you need our content for work or study, please support our efforts and disable AdBlock for our site. As you will see, we have a lot of helpful information to share. A diagram is worth a thousand words, especially if you’re trying to explain a process. And if you know how to make a flowchart in Word, you don’t need a different diagram-creation tool.By Allie Riggs | Updated January 22, 2025You can make a flowchart right inside Microsoft Word, no programming or design skills required. Keep reading to learn what you need to know about how to create a flowchart diagram in Word. A flowchart is a graphical representation of a series of steps or actions. It’s most effective for depicting a process, data flow, workflow, or decision steps. In a flowchart, each shape holds a meaning. The most basic ones are: Oval (or pill shape). Start or end of the process. Rectangle. Action or sub-process. Diamond. Decision point. Parallelogram. Either an input needed for the process or an output that goes into the next step. Other shapes are used in flowcharts for very specific applications, like data flow diagrams, but these basic flowchart symbols should be enough for the most common charts. Whether you need just the basics or specialized shapes, you can find them in Word. In this tutorial, I’ll walk you step by step through how to make flow charts in Microsoft Word using basic shapes. Word offers two ways to create a flowchart. Use the method that lets you make the flowchart you envision. Note: For this tutorial, I used Microsoft Word for Mac version 16. If you’re using a different version of the application, the interface and steps may be different. The first way to create a flowchart in Word is by inserting shapes in your document. Here’s what to do: Before getting started, make sure to switch on gridlines. This will make it much easier for you to create a nice-looking flowchart. When gridlines are on, shapes and lines snap to regular spaces, making it easy to align elements. To switch on the gridlines, go to View > Gridlines. Now you’re ready to start inserting shapes. Go to Insert > Shapes. The shape menu appears. Scroll down to the Flowchart shapes. If you hover over any shape, a tooltip appears, letting you know what the shape means. Click on the shape you wish to use. The cursor turns into a crosshair. Click and drag the crosshair to create the shape to the size you want. Use the options on the Shape Format ribbon to format the shape’s fill color, border, and other attributes. To add text inside a flowchart shape, first select the shape. Then, start typing. The text will appear inside the selected shape. If you wish to format the text inside a shape, select the shape. Under the Home tab, use the formatting options to select the font, font size, and other attributes. To ensure the security and originality of your document, it’s also important to know how to add a watermark in Word. Repeat the previous steps to create all the shapes you need for your flowchart. Use the gridlines to arrange them on your document. Next, you’re going to want to connect the shapes with lines or arrows. To insert an arrow, go to Insert > Shapes > Lines. The line menu opens. Click on the line you wish to use. Under the Shape Format tab, use the options to format the connector. When the line is formatted as you like, set it as a default line. That way, Word will use the same formatting settings for the next lines you create, and you won’t have to keep formatting each one. To set a line as the default line, right-click on it, and then select Set as Default Line. Repeat the process until you’ve inserted, formatted, and arranged all the connectors you need. You may find that you need text outside of the shapes in your flowchart. To add text, go to Insert > Text Box. Click and drag the cursor where you want to place the text box. Type the text inside the box. Next, format the text. With the text box selected, click on the Home tab. Use the formatting options on the ribbon to format the text. When your flowchart is complete, switch off the Gridlines, and enjoy your creation! Another way to create flowcharts in MS Word is by using SmartArt. It’s a pre-designed visual template in Word that lets you quickly make charts and diagrams. You can format SmartArt—up to a certain extent—and personalize it with your own information. To create a Microsoft SmartArt flowchart, follow these steps: Go to Insert > SmartArt > Process. Click the down arrow. The Process menu pops up with all the process graphic options. Choose the SmartArt that’s most suitable for the flowchart you wish to create. Under the SmartArt Design tab, use the tools on the ribbon to format the various elements of the SmartArt. Explore the special effects menu to see ways you can spice up your chart. At any point, you can also change the style of your Microsoft SmartArt flowchart. First, select SmartArt. Under the SmartArt Design tab, open the styles menu. Click on a different style you wish to apply. You’ll probably need to add steps to your process SmartArt. To do this, make sure you’re on the SmartArt Design tab. Click on the Add Shape drop-down menu and choose from one of two options: Add Shape After. Adds a step at the end of the current SmartArt. Add Shape Before. Adds a step at the beginning. You can add steps at any point in your workflow. But I suggest you add all the steps you think you’ll need before you add your text. To add your text, click on a text box—it’ll have a placeholder that says “Text”—and type your own text. Under the SmartArt Design tab, you can also click on the Text Pane button to add and edit text through the SmartArt Text pane. You can also format the text inside the SmartArt. First, select the text box, and then click on the Home tab. Use the formatting options to change the font, font size, and so on. If the SmartArt flowchart style you created includes pictures, now’s the time to add your custom images. Click on the image icon. This launches your document finder. Click on the image file you want to add, and then click Insert. Make sure your image has the correct proportions for the image placeholder in the SmartArt. If the placeholder is square, edit your image to be a square before inserting it. Otherwise, it may get cropped awkwardly. Repeat the steps above to complete your Microsoft SmartArt flowchart. Now that know how to create a flowchart diagram in Word using two methods, you may be wondering which is the better way: Shapes or SmartArt? Each has its advantages and disadvantages. Use Flowchart Shapes to create a flowchart if: You want complete control over how your flowchart looks. It’s simply easier to control the different elements of a flowchart that’s built from scratch using shapes and lines or arrows as connectors. You want to use symbolic flowchart shapes. Word shapes include both the basic shapes and special flowchart shapes. You’ve got a complicated flowchart. If you’re trying to create a flowchart with split steps (like the bread-making flowchart I made), then you’re better off using shapes. Consider using SmartArt to make a flowchart if: You want a creatively designed chart quickly. SmartArt process diagrams are made by designers to look great with minimal fuss. You don’t need traditional flowchart shapes. Most Microsoft SmartArt flowcharts use only basic shapes and other elements that are chosen more for aesthetic purposes. Your flowchart has only a few simple steps. SmartArt charts lend themselves best to straightforward processes. Microsoft Word gives you two convenient ways to make MS Word flowchart diagrams. To get the best results, keep these tips in mind: Scheme is a graphic template that can be edited in Sketch. Have a clear vision of what you want your flowchart to look like. Sketch it out with pen and paper, and know exactly what text and images you’re going to use. Use a consistent style among the shapes and connectors in your flowchart. For example, use just one or two fonts for the text. For the greatest legibility, make sure your chart fits all on one page. You may have to change the document’s orientation from portrait to landscape to accommodate a long or wide flowchart. Simple Flows is a flowchart template that can be edited in Adobe XD and Figma. As mentioned above, shapes have specific meanings when used in flowcharts, but your readers may not know what those are. Make sure your flowchart makes sense even if this is the case. It’s also a good idea to include a legend or symbol key to let your readers know what the various shapes stand for. In the English language, readers read from left to right and top to bottom. If your flowchart is more than one level long, continue the second level on the left side of the page. (Of course, if your document is in a language that’s read from right to left, bottom to top, then you’d follow that direction for your flowchart as well.) Flowchart Infographics can be edited in Adobe Photoshop and Adobe Illustrator. After creating a flow chart diagram in Word, walk through the flowchart with the people involved. They’ll know how long their jobs take. They’ll also be able to tell you how accurate it is. If the flowchart is for a process that isn’t in place yet, try getting coworkers to simulate the process with you. When making your Microsoft Word flowchart template, avoid overlapping connection arrows. When lines cross over each other, it’s difficult to tell where that line connects. The reader may also interpret the two lines as a point with two possible routes, which may not be what you intended. If you’ve got to cross lines, add a crossover bump to show that one connector arrow is jumping over the other arrow. Consider creating a flowchart symbol key when creating a flow chart in Word. Some people may not be familiar with what all the shapes and symbols mean. If you provide a key, it’ll help avoid confusion. Set 02 Flowcharts Infographics can be edited in Adobe Illustrator and Adobe Photoshop. When making your Microsoft Word flowchart, do not use all caps. All caps take up space, which can make designing a neat-looking flowchart difficult. All caps are also harder to read than lowercase letters. You can color code the steps in flowcharts in Word to identify resources. If you do add color-coded steps, make sure to add the colors to your key. It’s common to see colorful flowcharts for aesthetic purposes. Another way to streamline your workflow is with a Word template. Templates may include a Microsoft Word flowchart or other diagrams. Even if that’s not the case, starting with a Microsoft Word flowchart template is still an easy way to create a professionally designed document. With a template for Word, all the major design decisions have already been made for you by a professional. All you’ve got to do is to customize it with your branding colors, images, and text. Word templates from Envato Elements streamline your work process. One excellent source of Word templates is Envato Elements. In this creative marketplace, you’ll find templates for various kinds of documents such as this resume/CV template, which includes infographics. You’ll find thousands of MS Word templates in Envato Elements. An Elements subscription gives you access to much more than high-quality Word templates. For one low fixed price per month, you get unlimited downloads of the creative components you need to make your document look its best, such as fonts, photos, graphics, and icons. And if you create other types of materials, like videos and websites, then you’ll also benefit from unlimited downloads of stock videos, music, sound effects, and presentation templates. Now you know how to make an easy flowchart in Microsoft Word. For complete control, build your flowchart with shapes and lines. For a fast and artistic look, use SmartArt. Either way, a well-constructed flowchart will make your document more effective at showing a process, workflow, or data flow. You can also use Word templates to streamline your workflow. For the best quality and value, get Word templates and other creative resources from Envato Elements. Your subscription brings to your fingertips millions of creative assets to help you communicate effectively. Wondering how to create a flowchart in Word? Microsoft Word provides versatile tools, such as SmartArt for flowcharts and customizable shapes for flowchart creation, to design workflows and visualize ideas effectively. From illustrating organizational processes to creating project timelines, Word is a convenient tool for crafting professional-looking flowcharts. By combining its Microsoft Office flowchart tools, you can design workflows that align with your specific needs.This guide will walk you through Microsoft Word flowchart tutorials, exploring two popular methods: using shapes and SmartArt. Additionally, we’ll share tips for advanced customization and compare these tools to help you decide the best approach.How to Create a Flowchart in Word (Using 2 Methods)This Microsoft Word flowchart tutorial will guide you through two easy methods to create flowcharts in Word:Method 1: Using Shapes for Flowchart CreationTo know how to build a flowchart in Word follow the steps given below:Step 1: Open a Blank DocumentLaunch Microsoft Word and open a new blank document to start your flowchart.Open a Blank DocumentStep 2: Access the Shapes ToolGo to the Insert tab and click Shapes. A menu will appear with various shapes that are commonly used in flowcharts, such as rectangles, diamonds, and arrows.Access the Shapes ToolStep 3: Draw Your Flowchart ShapesChoose a shape (e.g., rectangle for processes, diamond for decisions) and click and drag on the page to create it. Add more shapes as needed to represent each step.Draw Your Flowchart ShapesStep 4: Connect the ShapesReturn to the Shapes menu and select a line or arrow. Draw connectors between the shapes to show the flow of the process.Connect the ShapesStep 5: Add Text to the ShapesClick on each shape and type the relevant text or description of the process. You can adjust the font size, style, and alignment using the toolbar.Add Text to the ShapesStep 6: Customize the Flowchart DesignUse the Format tab to change the color, border, and style of shapes and connectors, making your flowchart visually appealing.Customize the Flowchart DesignOnce your flowchart is complete, save the document by clicking File > Save As. You can also export it as a PDF or print it for presentations or distribution.Save and ShareIf you're using Word 2013 or earlier, the process remains the same, but the Shapes tool and formatting options may appear slightly different. However, the basic functionality of creating a flowchart is still available.Method 2: Using SmartArt for FlowchartsTo know how to build a flowchart in word using Smart Art follow the steps given below:Step 1: Open a Blank DocumentLaunch Microsoft Word and create a new blank document where you want to insert your flowchart.Open a Blank DocumentStep 2: Go to the Insert Tab and Choose SmartArtClick on the Insert tab in the ribbon at the top of the screen. In the Illustrations section, click on SmartArt. This opens the Choose a SmartArt Graphic dialog box.Go to the Insert Tab >> Choose SmartArtStep 3: Select a Flowchart LayoutIn the dialog box, select Process from the list on the left. Choose a flowchart design (such as Basic Process or Process Arrows) that best suits your needs. Click OK to insert it into the document.Select a Flowchart LayoutStep 4: Add Text to Each ShapeClick on each shape within the flowchart and type the relevant text, such as steps, processes, or decisions.Add Text to Each ShapeStep 5: Customize the FlowchartUse the SmartArt Tools on the ribbon to customize the design. Under the Design tab, you can change the layout, colors, and styles to better match your needs. You can also resize and reposition the shapes for better organization.Customize the FlowchartOnce your flowchart is complete, save the