



Computer sciences

Second Stage

First Semester

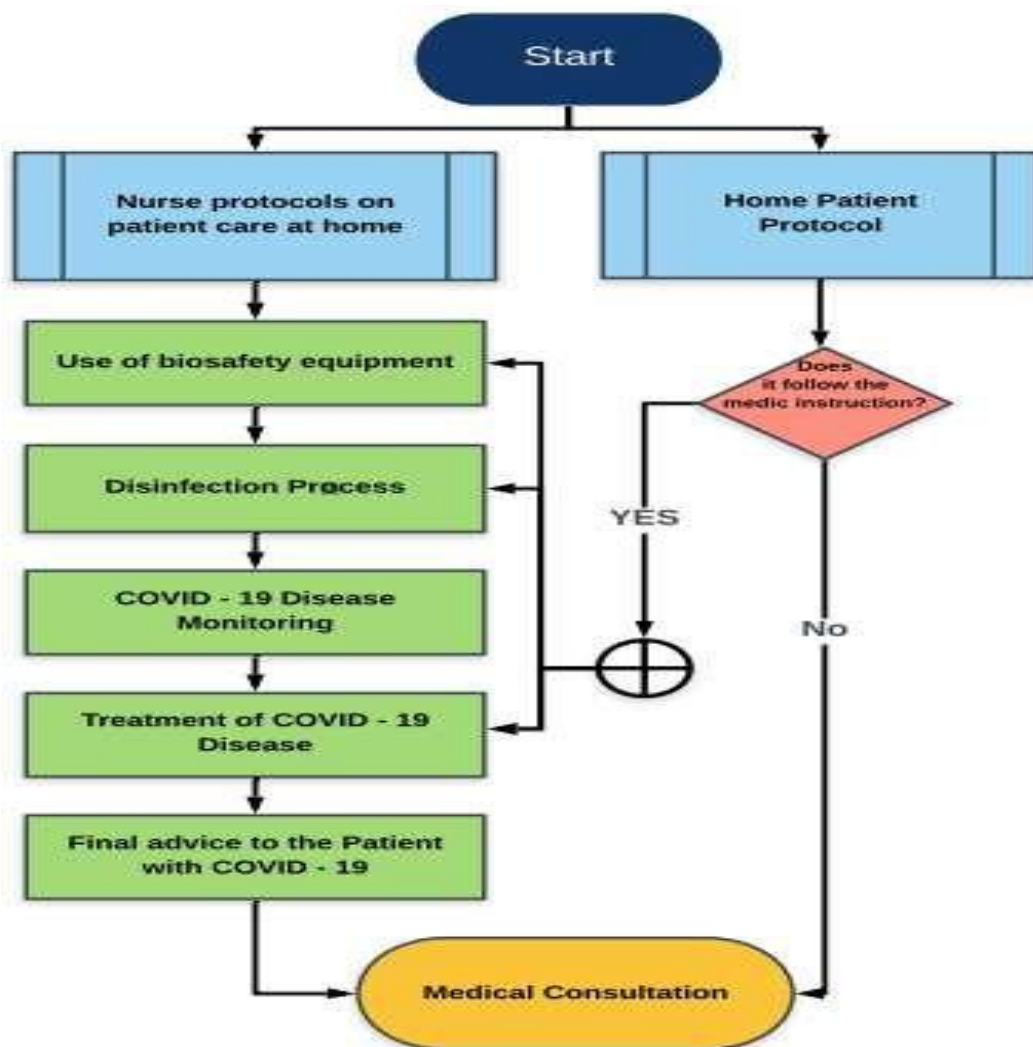
Lec 7

Microsoft Word

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Flowchart

flowchart is a diagram that depicts a process, system or computer algorithm. They are widely used in multiple fields to document, study, plan, improve and communicate often complex processes in clear, easy-to-understand diagrams. Flowcharts, sometimes spelled as flow charts, use rectangles, ovals, diamonds and potentially numerous other shapes to define the type of step, along with connecting arrows to define flow and sequence.



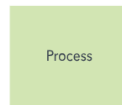
Flowchart symbols

Here are some of the common flowchart symbols: -

Terminal/Terminator



Process



Decision



Document



Data, or Input/Output



Stored Data



Flow Arrow



Comment or Annotation



Predefined process



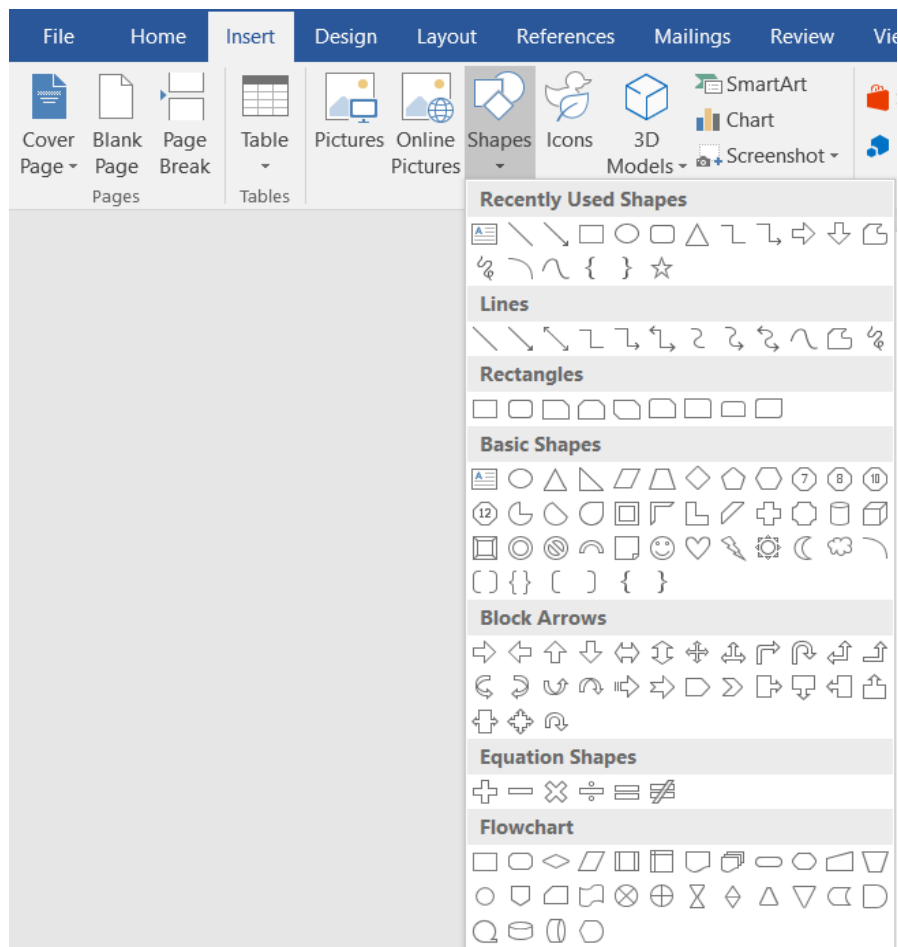
How to make a Flowchart in Word

it's possible to make a flowchart in Word directly and this helpful guide will show you how.

1. Open a blank document in Word

2. Add shapes

To begin adding shapes to your flowchart in Word, you have two options. Begin by going to the Insert tab within the **Ribbon and choose SmartArt or Shapes.**



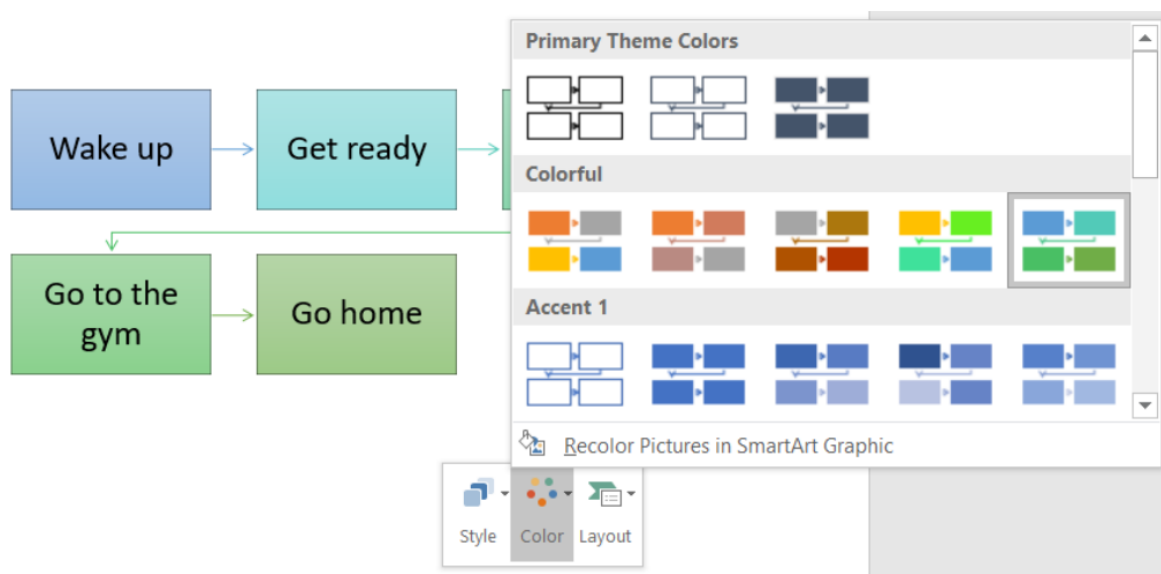
3. Add text

add text by double-clicking the object and begin typing. To customize the font, use the toolbox that pops up when a desired shape is selected.

4. Add lines

To draw lines between shapes, **click Insert > Shapes and select a line style.** Then click and drag on the page to add a line.

5. Format shapes and lines



To edit text layout, click the Layout Options icon that appears when you right-click a text box and pick your preferred layout. You can also view the rest of the option when you click See More.

Move a shape or lines anywhere on the Word document by simply clicking and dragging. If you're trying to resize the image, just click and drag from a corner or edge and use the handle icon to rotate the shape.

<https://www.lucidchart.com/pages/> موقع مهم لانشاء المخططات

