

Microsoft Word – Shapes and Flowcharts

Introduction to Computers | Presented by MSc Abbas Yaseen

INTRODUCTION TO COMPUTERS – MICROSOFT WORD



What Are Shapes?

Shapes are built-in drawings you can insert directly into a Word document — no artistic skills required!

◇ Rectangle

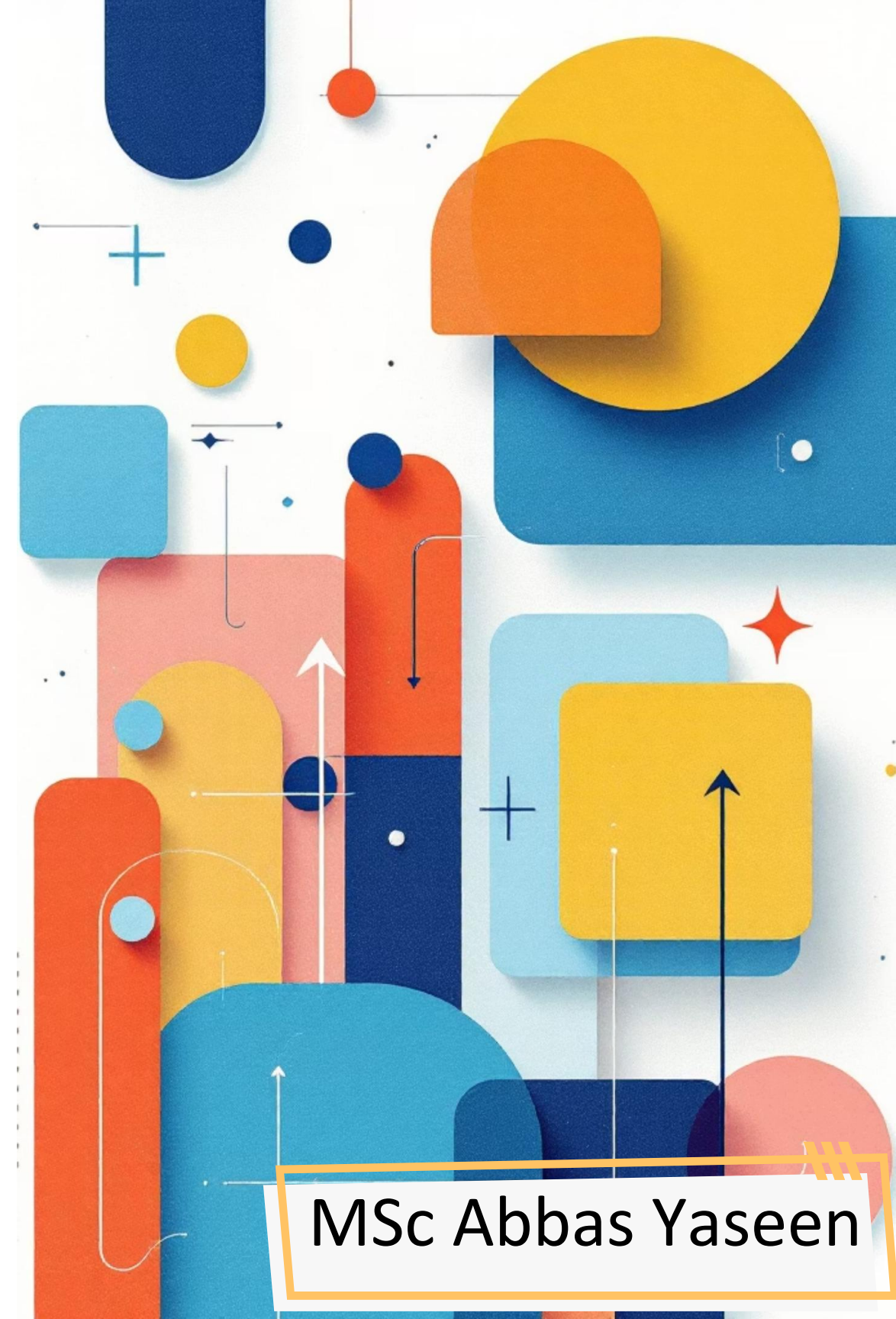
Used for boxes, labels, and process steps

○ Circle / Oval

Used for start/end points and highlights

➔ Arrows

Used to show direction and connect ideas



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Why Use Shapes?



Shapes make your documents more visual, organized, and easier to understand at a glance.

→ Organize Information

Group related ideas using boxes and lines

→ Make Documents Clearer

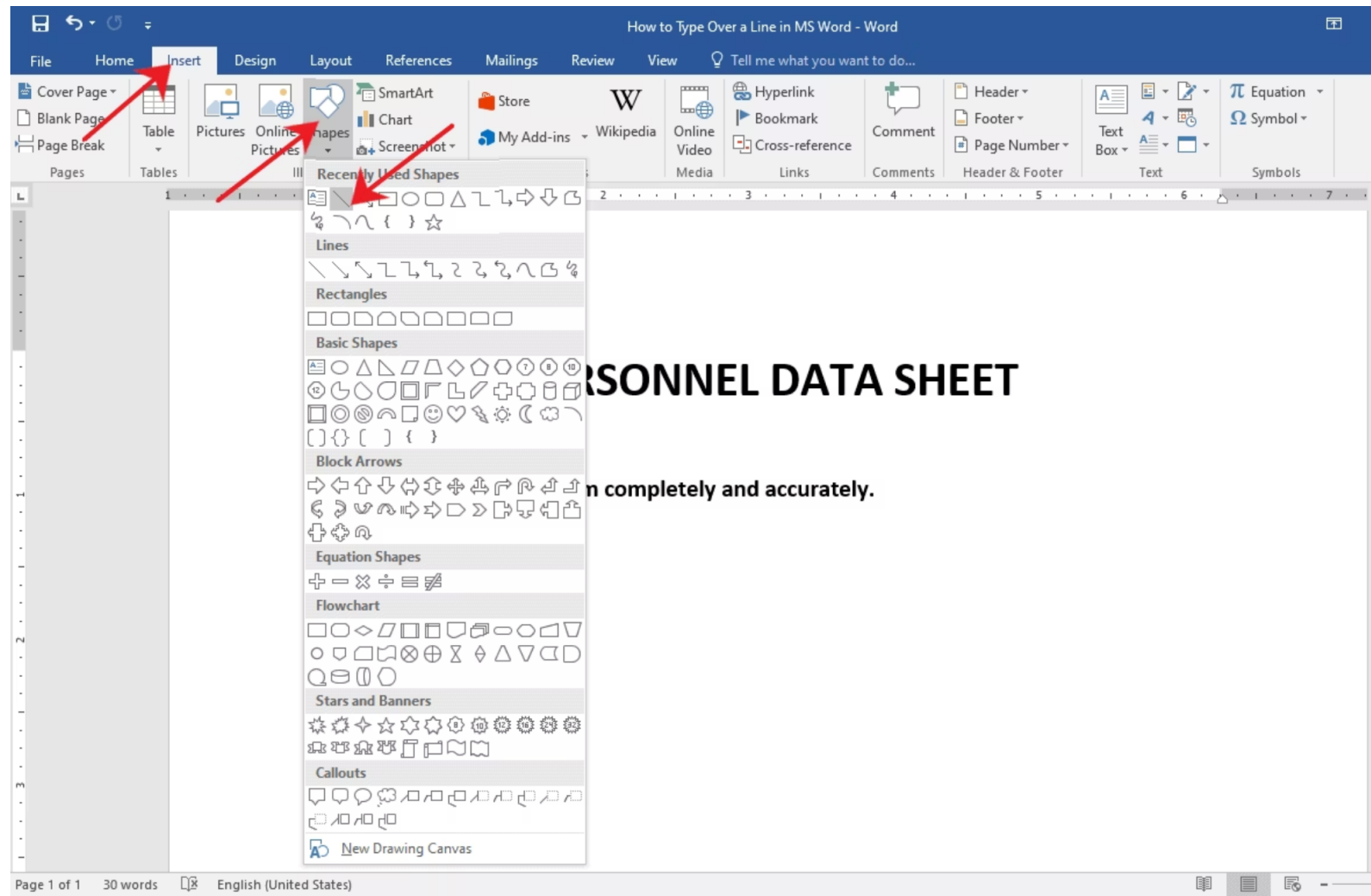
Replace long paragraphs with simple visuals

→ Create Diagrams

Perfect for reports, posters, and presentations

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How to Insert Shapes



Inserting a shape in Word takes just a few clicks. Follow these steps:

1

Click Insert

Find the Insert tab at the top ribbon

2

Click Shapes

Select the **Shapes** button from the Illustrations group

3

Choose & Draw

Pick your shape, then click and drag to draw it on the page

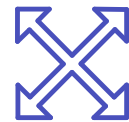
Editing Shapes

Once a shape is inserted, you can fully customize its appearance using the **Shape Format** tab that appears automatically.



Change Color

Use **Shape Fill** to pick any background color, and **Shape Outline** to change the border



Resize

Drag the corner handles to make the shape larger or smaller while keeping its proportions



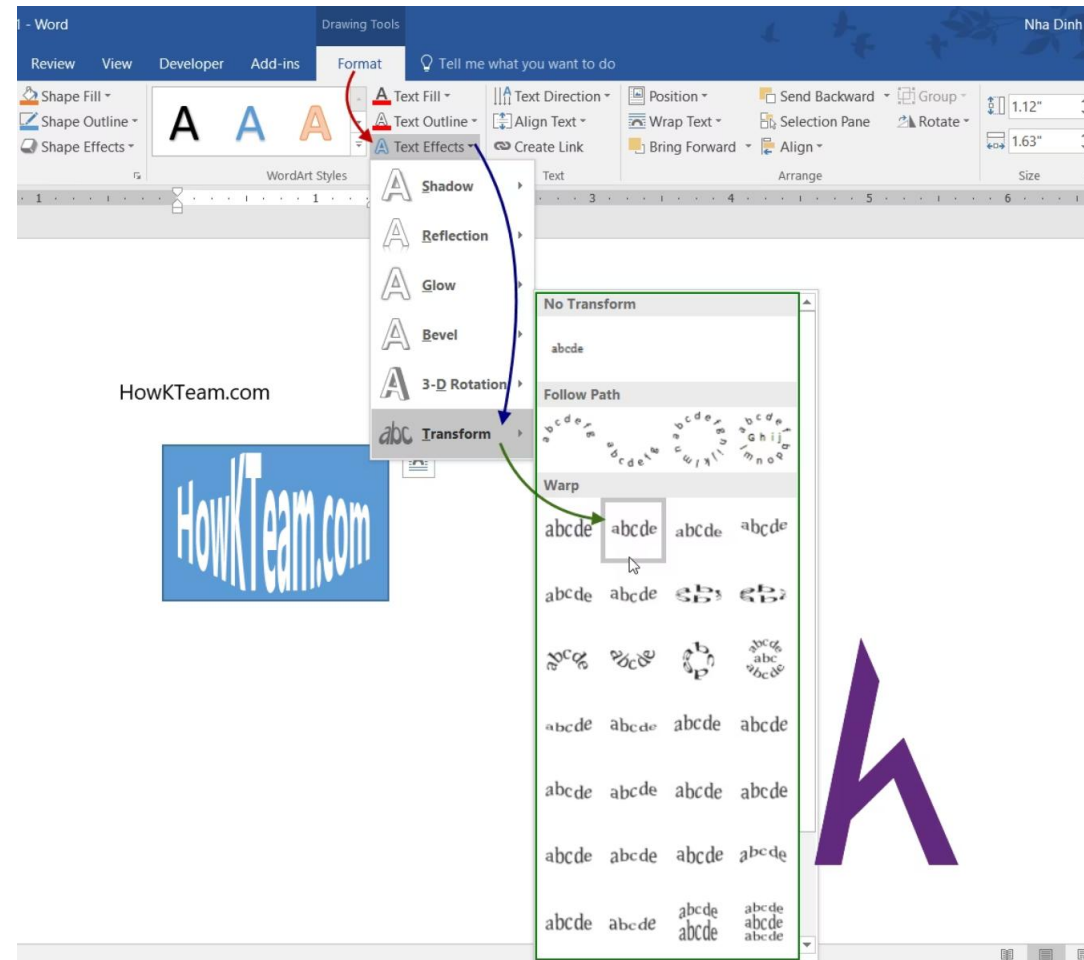
Move

Click and drag the shape to reposition it anywhere on the page

Add Text to a Shape

Why Add Text?

Text inside shapes creates clear **labels** for diagrams and flowcharts — making your document self-explanatory.



01

Right-Click the Shape

A context menu will appear

02

Select "Add Text"

A cursor will appear inside the shape

03

Type Your Label

Format the text just like normal document text

What Is a Flowchart?

A **flowchart** is a visual diagram that represents a process step by step using shapes and arrows. It makes complex processes easy to follow.

Processes

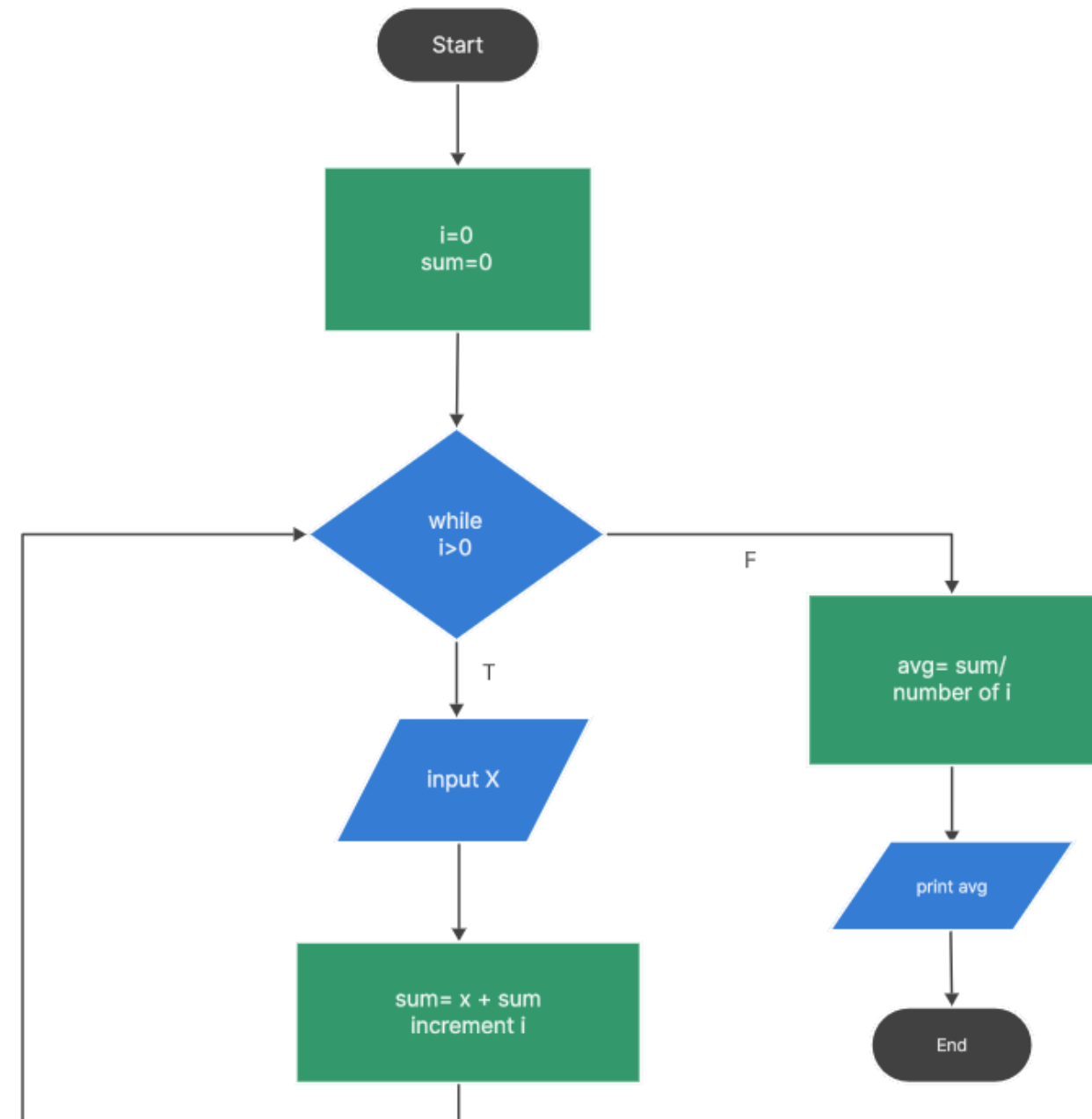
Show how a task is completed from start to finish

Sequential Steps

Break a task into clear, ordered stages

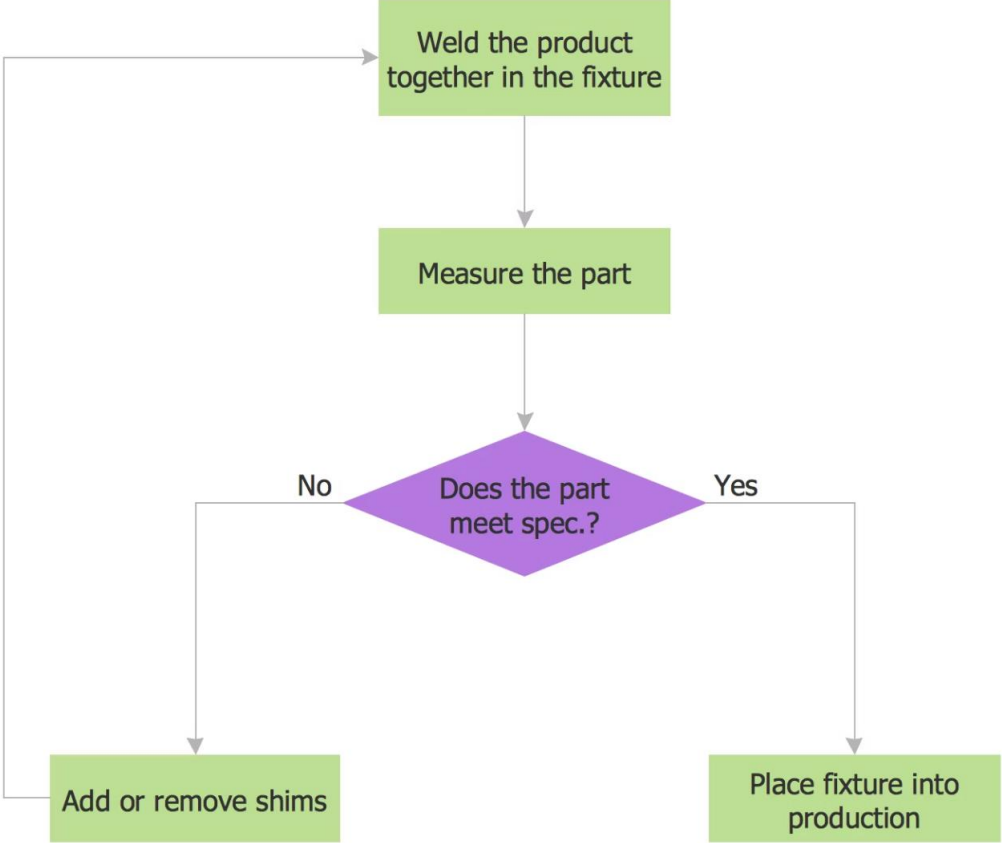
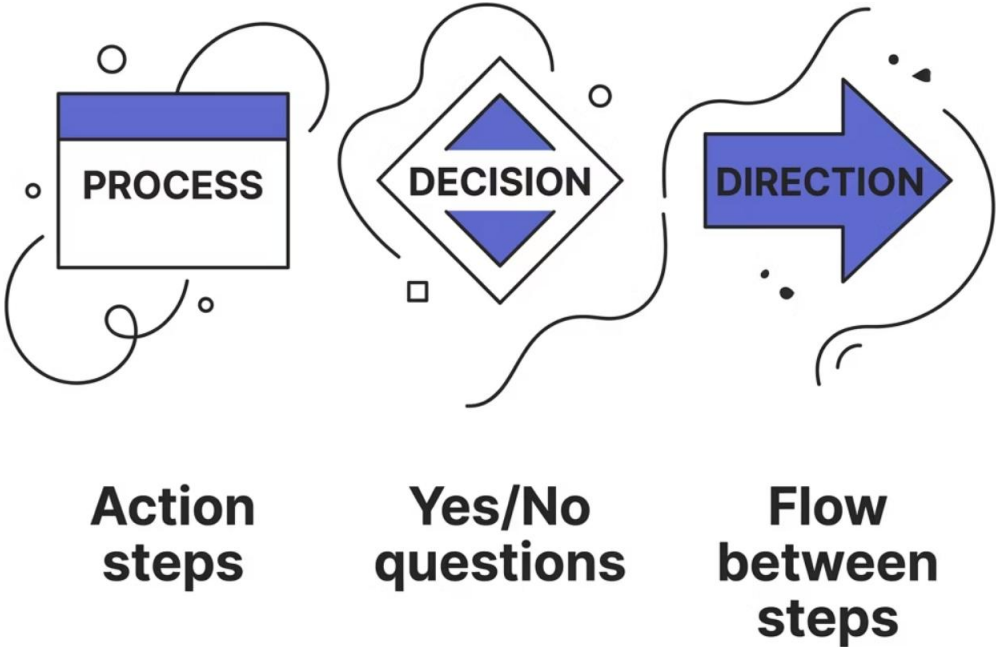
Decisions

Represent Yes/No choices that lead to different paths



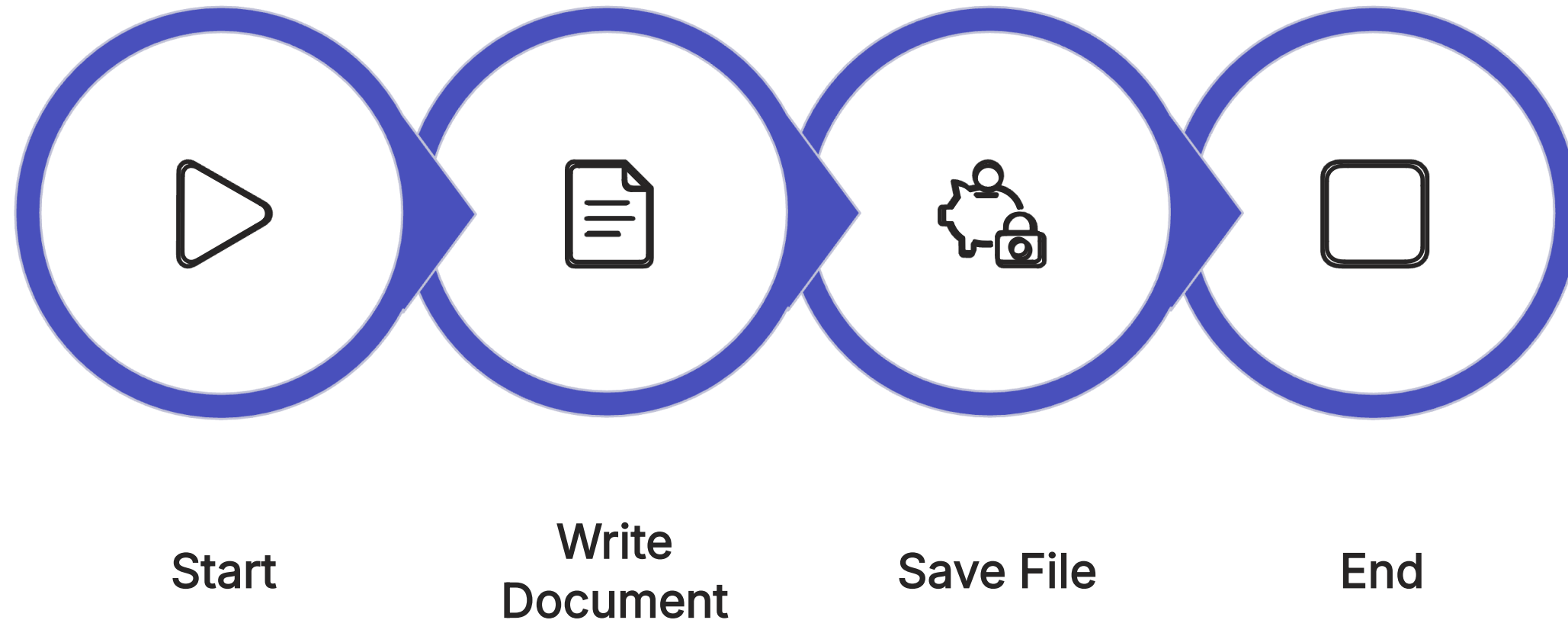
Common Flowchart Shapes

Each shape in a flowchart has a **specific meaning**. Using the right shape helps readers understand the diagram instantly.



Create a Simple Flowchart

Let's build a basic flowchart in Word using shapes and arrows. Here's a simple example: **Start** → **Write** → **Save** → **End**



Follow these steps: 1) Insert your shapes · 2) Connect them with arrow lines · 3) Add text labels inside each shape.

Summary & Practice

What We Learned Today

Shapes in Word

Insert, resize, color, move, and label shapes to build visual diagrams

Flowcharts

Use rectangles, diamonds, and arrows to map out any process step by step

- 📄 ✎ Practice Task: Open Microsoft Word and create a simple flowchart showing the steps of your morning routine — use at least 4 shapes and connect them with arrows!

